

HONG KONG BAPTIST UNIVERSITY
FINANCE OFFICE
MEMO

To : All staff
From : Mr. Edmund Li, Director of Finance
Date : 30 September 2020

Business Travel Policy

We would like to inform you that the Business Travel Policy was approved by Senior Management on 29 September 2020 and it will be effective on 1 October 2020.

Below are some highlights for your information:

- (a) For all business travel, a staff needs to obtain prior approval from his/her supervisor at the level of Dean/Head of academic departments/Director or above.
- (b) Different flight class entitlement is specified for various levels of staff and any upgrade of flight class requires approval.
- (c) Hotel accommodation expense shall be reimbursable based on **actual** cost up to 60% of the Daily Subsistence Allowance rates issued by the Government.
- (d) Expense for a same-day return trip shall be reimbursable based on actual cost.

Please refer to the policy in the Annex for details.

Regards,



Edmund Li

Business Travel Policy

1 Definition of Business Travel

- 1.1 Business travel is travel undertaken for work or business purposes outside Hong Kong, as opposed to other types of travel, such as for personal leisure purposes or commuting between one's home and workplace.
- 1.2 A staff member, who wishes to go on business travel, should seek prior approval of his/her superior at the level of Dean/Head of academic departments/Director or above. (Please also refer to PERS website (click [HERE](#)) for application for Absence on Duty Leave where appropriate.)

2 Flight Class Entitlement

- 2.1 A staff member, who travels overseas by air, may take economy class or business class depending on the estimated duration of flight time and staff grade. Entitlement of flight class is summarised in the following table:

Flight Time	< 9 Hours	≥ 9 Hours
Staff Grade		
P/VC & VP *	Business class (economy class is encouraged)	Business class
AVP, Dean, Heads of Administrative Offices at Band "I"	Economy class	Business class
Levels below	Economy class	Economy class

* may include Council members if they are required to travel overseas for the University

- 2.2 For any upgrade of flight class for flight time duration less than 9 hours (e.g. upgrade from economy class to business class, premium economy or extra leg room), a staff member should seek approval from appropriate higher authority with strong justifications (e.g. medical needs) as follows:

Staff	Approving Authority
Staff working under Faculties/Schools/Academy of Visual Arts (Faculties)	Dean of the Faculty or School/Director of AVA
Associate Vice-President, Dean and Director of AVA	President, Provost or Vice-President
Staff working in administrative offices and research centres not under Faculties	President, Vice-President, AVP or Director

3 Overseas Daily Subsistence Allowance

- 3.1 A staff member, who is on duty visit outside Hong Kong, may be granted a daily overseas subsistence allowance according to the Daily Subsistence Allowance Rates as announced by the Government of Hong Kong and set out in FO website, (click [HERE](#)), which shall not be regarded as an entitlement of the staff member and the granting of such allowance is subject to fund availability and discretion of budget controllers.

- 3.2 The daily subsistence allowance is payable from the night following arrival in the first place of duty up to and including the night before departure from the last place of duty.

The subsistence allowance is intended to cover:

- (a) accommodation cost;
 - (b) meal;
 - (c) laundry charges;
 - (d) local traveling expenses;
 - (e) all minor incidental out-of-pocket expenses; and
 - (f) any tax incurred from (a) – (e) if applicable
- 3.3 A staff can claim actual cost of hotel accommodation up to 60% of the subsistence allowance plus 40% of the subsistence allowance for meal, travelling and other incidental costs. If the actual cost of hotel accommodation exceeds 60% of the subsistence allowance, the staff should seek prior approval from his/her supervisor at the level similar to flight class upgrade in par. 2.2.
- 3.4 To support the claim for a subsistence allowance, staff have to submit proof of staying overseas indicating the duration of the trip, such as airline tickets/boarding pass and hotel bills.
- 3.5 For same-day return trip to nearby cities, a staff can claim the actual costs incurred.
- 3.6 The Director of Finance shall be delegated with the authority to revise the Daily Subsistence Allowance Rates stated in paragraphs 3.1 (by referencing to the Civil Service Regulations) periodically and handle other administrative matters.

4 Local Travelling

- 4.1 The Heads of Departments/Offices/Budget Controllers are authorized to approve taxi fare reimbursements to their staff members who take taxi as a transportation mean for business purposes. In addition, the Head of Departments/Offices/Budget Controllers may also approve reimbursement of taxi fare to staff members returning home after working overtime on the condition that the respective Head/Budget Controller is satisfied that the most appropriate route/mode of transport has been used having regard to the special circumstances of the case and in the interests of the University and safety of the staff.
- 4.2 Expense claims for Uber fares incurred in Hong Kong are disallowed. The Hong Kong Government considers that it is illegal for Uber to offer public transportation service in Hong Kong as it does not possess a license nor a valid hire car permit to offer taxi or public transport service in Hong Kong. However, expense claims for ride-hailing services such as Uber, Lyft, Grab, Didi etc. incurred overseas are allowed as long as the service is legally allowed at that location.

5 Delegation of approval authority

- 5.1 Delegation of approval authority is allowed but not encouraged.