

HONG KONG BAPTIST UNIVERSITY
FINANCE OFFICE
MEMO

To : All staff members
From : Adonis Lee, Director of Finance (ext. 8390)
Ref : A/FO/Operation
Date : 28 March 2024

Mileage Allowance

The prevailing policy on the above subject has been announced by the VPAS on 22 January 2008, of which the salient points are recapped below for your easy reference:-

1. As an alternative to using public transport, staff may use their own cars for transportation on official business and claim mileage allowance as traveling expenses.
2. The Heads of department/offices are authorized to approve mileage allowance for staff of their departments/offices payable from their own budgets when staff use their private cars for business purposes.
3. The Director of Finance is authorized to revise the rate periodically with reference to the Civil Service Regulations.
4. The usage of the staff's private car for official business is at the sole discretion of the staff concerned and the University undertakes no responsibility towards the staff, his/her car or third party for whatever loss/damages caused to/by the staff or his/her car.

With the delegated authority, the mileage allowance rate for motor car is hereby amended from \$3.89 per kilometer to \$4.02 per kilometer taking effect from 1 April 2024 so that the rate of the University would be in line with the recent revision of the Civil Service.

The "Local Travelling Expenses Claim Form" is available at the website of the Finance Office for your reference and retrieval.

Should you have any questions on the above, please contact Mr. Jeff Yuen at ext. 5077.



Adonis Lee

HONG KONG BAPTIST UNIVERSITY
LOCAL TRAVELLING EXPENSES CLAIM FORM

CLAIMANT _____ #STAFF ID _____ Motor Car No. _____

Contact Person _____ Tel (ext.) _____ Dept./Office _____

Journey					Amount (HK\$)				
Date	From	To	Purpose (E.g. Name of business meeting/function)	km	\$4.02/km <i>(effective 1 April 2024)</i> Mileage Allowance	Parking Fee	Tunnel Fee	Others	Total
TOTAL CLAIM (HK\$)									

Charging Account Code:

Entity		Fund		Cost Centre				Account						Project					
								3	8	1	2	9	0						

I certify that all the journeys stated in this claim form were necessary in performing my University duties and the parking/tunnel fees and fares were actually paid in connection with these journeys. No item of this claim has been reimbursed/paid by the University or any other organization(s)/persons(s).

Signature of Claimant

Date

Note 1: Budget controller have to examine the above claim and certify that all the journeys listed were necessary for the proper performance of the claimant's duties in the University.

Note 2: Please submit this claim form together with original receipts via i-Expense module for approval and reimbursement.

For more details of the University's Privacy Policy Statement and Personal Information Collection Statement, please visit the website at <http://bupdpdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>.