

HONG KONG BAPTIST UNIVERSITY
FINANCE OFFICE
MEMO

To : All Staff
From : Edmund Li, Director of Finance
Ref : A/FO
Date : 12 September 2019

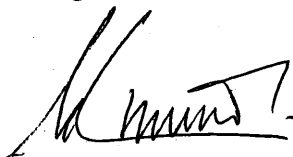
Disallowing expense claims on Uber fares in Hong Kong and plastic bottled water

We would like to advise you of the decision of the Senior Executive Committee at its meeting held on 5 September 2019 to disallow the following expense claims that are incurred on or after **1 October 2019**:

- (a) **Expense claims on Uber fares incurred in Hong Kong will be 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. It is also unclear whether Uber has taken any insurance policy that is sufficient to discharge relevant insurance obligations under Hong Kong law. However, expense claims on Uber fares incurred overseas are allowed as Uber services are acceptable in most overseas countries.
- (b) **Expense claims on disposable plastic bottled water, no matter whether they are incurred in Hong Kong or overseas, will be disallowed.** The proposed measure aims to encourage staff to play a greater role in reducing the use of disposable plastic bottle and to reinforce the University's strong commitment to becoming a sustainable green campus.

Should you have any queries on the above, please contact Ms. Janice Yip at ext.5846 or Ms. Devon Kum at ext.7918.

Regards,



Edmund Li