

## Application for Baggage Allowance on Final Departure

**Notes**

1. Please complete this form and solicit due certification from Human Resources Office on your entitlement in terms of kilos and cubic metres; and forward it to the Finance Office with the quotations as soon as practicable before your final departure.
2. In counting your years of service for the purpose of calculating the baggage entitlement, only the years of regular appointment that are associated with the Terms of Service A will earn you the entitlement.
3. For the purpose of transporting your personal effects on final departure, you may choose to forward your baggage to your place of permanent home or to an alternative destination provided that the claim shall not exceed your entitled allowance for moving back from Hong Kong to your place of permanent home. However, under no circumstances may you claim allowances for transportation of personal effects to more than one destination.
4. In selecting the forwarder, you will need to obtain three quotations from any of the listed forwarders as attached. The Business Section of the Finance Office will inform you which quotation is acceptable as the basis of maximum claimable allowance within ten working days after receipt of this application form. Subject to the maximum claimable allowance, you may then select any of the listed forwarders for transporting your personal effects.
5. Reimbursement will be made up to the maximum reimbursable amount upon receipt of original payment receipt(s) by the Finance Office. Please pass the relevant receipts to the Finance Office preferably before you leave Hong Kong, and in any case not later than 3 months after your last day of work at the University. No payment in lieu of baggage allowance shall in any circumstances be paid.
6. Please note that no baggage allowance will be provided if you/your spouse/your child(ren) is/are provided with similar benefits by your spouse's/your next employer.

**Part I (To be completed by Applicant)**

Name of Staff \_\_\_\_\_ Staff I.D. Card No. \_\_\_\_\_

Post \_\_\_\_\_ Faculty/Department/Office \_\_\_\_\_ Ext. No. \_\_\_\_\_

Overseas contact address \_\_\_\_\_

Overseas Tel No. \_\_\_\_\_

Destination: \*My Place of Permanent Home/alternative destination \_\_\_\_\_

Details of Quotations obtained from University's listed forwarders:-

**[The quotations should be made with reference to your Place of Permanent Home even though your baggage will be forwarded to an alternate destination.]**Name of ForwarderQuoted Cost

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Declaration**

I declare that \*myself/my spouse/my child(ren) \*is/are not at the same time receiving baggage allowance provided by my spouse's/my next employer. I understand that I will be required to meet bear charges imposed by the forwarder concerned as a result of cancellation or change in destination or date of transportation.

Date \_\_\_\_\_ Signature \_\_\_\_\_

\* Delete as appropriate

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PAB-F4 (27.1.2003)

## HONG KONG BAPTIST UNIVERSITY

### Notes on Baggage Allowance on Final Departure

1. An overseas appointee who is eligible for air/sea baggage allowance should make his/her claim by completing an application form (HRO/PAB/F4) which is obtainable from the Human Resources Office.
2. The calculation in monetary terms of the allowances and the procedures for claiming REIMBURSEMENT are set out as follows:

(a) Air baggage

Air baggage allowance = Entitled number of kilos<sup>(i)</sup> x Rate<sup>(ii)</sup>

- (i) By reference to the following table:

<u>Marital Status</u>	<u>Kilos</u>
Single appointees (including divorced or legally separated appointees)	17
Appointee and wife	33
Each dependent child up to a maximum of 4	7

- (ii) By reference to the cargo rate of the appointee's chosen airline from Hongkong to the destination specified in the appointment contract, or the appointee's declared destination, whichever is lower.

(b) Sea baggage

Allowances for married appointees are determined by reference to continuous University service and grade in accordance with the following table:

		# Additional for each year of service thereafter	
	Up to 3 years	4-9 years	10 years & over
	Cubic metres	Cubic metres	Cubic metres
President	8.50	1.00	1.15
Academic Vice-President Associate Vice-Presidents Deans of Faculty	7.00	0.85	1.00
All other grades	4.25	0.70	0.85

The allowances for single appointees (including divorced or legally separated appointees) shall be:

- |   |  |
|---|--|
| (i) Appointees with up to 3 years' service #        | - half of the allowances for married appointees in the same grade        |
| (ii) Appointees with 4 to 9 years' service #        | - two-thirds of the allowances for married appointees in the same grade  |
| (iii) Appointees with 10 or more years of service # | - nine-tenths of the allowances for married appointees in the same grade |

(# A balance of six months or more of service shall for this purpose count as a complete year.)

(c) Additional Baggage Allowance

On final departure in circumstances where passages are granted, the following staff may be granted an additional sea baggage allowance of 0.55 cubic metre to transport books:

President & Vice-Chancellor  
Vice-Presidents  
Deans of Faculty  
Chair Professors  
Professors  
Associate Professors  
Assistant Professors  
Assistant Lecturers

(d) Selection of forwarder

- (i) The appointee may select a forwarder at his/her own choice for transportation of his/her personal effects provided that the actual claim will not exceed the maximum claimable allowance.
- (ii) As the rates for sea baggage would differ greatly from agent to agent depending on the forwarding time, and the kinds of goods and service, the University has nominated a number of forwarding agents in Hongkong (please see the attached for their names and addresses) for the purpose of "sea baggage reimbursement" in an effort to minimize difference in price and to ensure standard of service quality.

The appointee will be required to obtain three quotations from any of the listed nominated forwarding agents for the shipment of personal effects back to the **destination specified in his/her appointment contract** and submit the quotations to the Finance Office for acceptance. The Finance Office (i.e. the Business Section of the Finance Office) will inform the appointee which quotation is acceptable by the University for reimbursement purposes, normally within ten working days after receipt of the appointee's application and the pertinent quotations. Under normal circumstances, the lowest quotation will be used as the basis for reimbursement purposes.

(e) Change of destination

- (i) The appointee may choose to forward his/her baggages to an alternative destination provided that the claim for an equivalent volume of baggages shall not exceed the allowance designated for moving back to the destination specified in the appointment contract.
- (ii) Under no circumstances will an appointee be allowed to claim allowance for forwarding his/her baggages to more than one destination.
- (iii) In any case, the appointee must undergo the quotation procedures in paragraph 2.(c)(ii).

3. Usage of the Maximum Claimable Amount

The appointee may use the total claimable baggage allowance (air and sea) for sending personal effects either by air or by sea (or both) provided that the actual claim will not exceed the maximum claimable allowance.

4. Period for Claim and Payment

All forwarding charges are to be paid and be responsible by the appointee. All claims for reimbursement must be made no later than three months after the staff's cessation of employment with the University. Reimbursements will normally be made ten working days after the appointee presents the official invoices and receipts to the Finance Office.

- END -

Human Resources Office  
FM/aw  
BA-Final.doc (22 July 1999)

**HONG KONG BAPTIST UNIVERSITY**  
**FINANCE OFFICE**  
**RECOMMENDED INTERNATIONAL MOVING COMPANIES**

<b><u>Companies</u></b>	<b><u>Contact person</u></b>	<b><u>Tel</u></b>	<b><u>Fax</u></b>
1. Allied Pickfords Ltd. 17/F, The Broadway 54 Lockhart Road Wanchai, Hong Kong	Mr. Bruce Francis	2736-6032	2375-1065
2. Asian Express Packing Co. Ltd. 16/F Siu On Centre 188 Lockhart Road Wanchai, Hong Kong	Customer Services Dept.	2721-4158	2311-3036
3. BALtrans International Moving Ltd. Unit 1102, Tower I, Enterprise Square 9 Sheung Yuet Rd. Kowloon Bay, Kowloon	Miss Mak	2756-2882	2759-9772
4. Columbia International Removals Ltd. Rm. 2213, Hong Kong Plaza 188 Connaught Road W. Hong Kong	Customer Services Dept.	2547-6228	2858-2418
5. Crown Worldwide (HK) Ltd. Crown Worldwide Bldg. 9-11 Yuen On St. Siu Lek Yuen, Shatin	Sales Team	2636-8388	2637-1677
6. Interconex (Far East) Ltd. Unit 2612-17, Metroplaza Tower I 233 Hing Fong Rd., Kwai Chung	Ms. Mabel Lee	2418-4333	2428-2881
7. Power Packing & Removal Co. Ltd. Blk. A, 4/F Fung Nin Ind. Bldg. 7-13 Beech St. Tai Kok Tsui, Kowloon	Mr. Bill Lam	2399-0821	2391-3048
8. Santa Fe Transport International Ltd. 18/F, CC Wu Bldg. 302 Hennessy Rd Wanchai, Hong Kong	Customer Services Dept.	2574-6204	2834-5380

file: movingco.0100r/A1(Finance Office)