

Guidelines on reimbursement of expenses to non-local speakers or visitors

The Immigration Department clarifies that visitors coming to Hong Kong to deliver speeches/presentations should not be remunerated. Provision of accommodation, passage (i.e. transportation within city), meals, etc. relating to the event, or the reimbursement of such expenses is, however, allowed. To enhance administrative efficiency, below are the guidelines for processing reimbursements to visitors:

1. No honorarium will be committed by the user departments or paid to visitors without an employment visa/entry permit unless visitors are invited by the University under the “Pilot Scheme on Immigration Facilitation for Visitors Participating in Short-term Activities in Designated Sectors” (the “Pilot Scheme”).
2. The user departments should ensure that the reimbursement amount for airfare is reasonable. User departments should keep evidence for demonstrating such reasonableness for 12 months from the end date of the event.
3. Reimbursement of expenses, inclusive of accommodation, passage, meals, etc. other than airfare, will be up to a daily subsistence payment of HK\$3,600 (reference is made to the daily subsistence rates released by the Government of the Hong Kong Special Administrative Region (HKSAR) for undertaking duty visit to key financial centres, such as London, Tokyo City and New York), subject to a maximum of fourteen days. The user departments should state the number of days of subsistence payment given to the visitor after due consideration of the length of the event and other relevant circumstances/considerations.
4. If accommodation is provided or paid separately by HKBU, only 40% of the daily subsistence payment, i.e. HK\$1,440, will be payable.
5. The above-mentioned daily subsistence payment will be adjusted from time to time with reference to the rates released by the HKSAR Government.
6. No receipts are required for the reimbursement of airfare and expenses if the above guidelines are complied with.
7. User departments should normally submit one form to the Finance Office for reimbursement of airfare and expenses, with a copy of the invitation letter (with agreed amount of honorarium and airfare) issued to the visitor.

Should there be any enquiry on this set of guidelines, please contact Ms. Heidi Ho, Assistant Director of Finance, at 3411-7668. For visitors participating under the Pilot Scheme, please refer to the Guidelines on the Pilot Scheme available on the website of the Human Resources Office or contact the relevant colleagues stated in such Guidelines.

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