

Travel support provided by the Council of the Hong Kong Laureate Forum (the HKLF) for Hong Kong permanent residents studying / working outside Hong Kong only

– Terms and conditions

- The HKLF will only subsidize eligible participants to take the most efficient route and least expensive means of transportation necessary to accomplish the purpose of attending the Hong Kong Laureate Forum (the Forum).
- Eligible participants are free to use their own travel agents for booking arrangements. At the same time the HKLF will also obtain quotations for the same route and duration (i.e. arriving in Hong Kong on 14 November 2021 and departing Hong Kong on 20 November 2021) from its designated travel agents. In case the fare quoted by the participant's own travel agent is higher than the quotation obtained by the HKLF, the participants will be reimbursed for an amount of the lowest quotation obtained by the HKLF subject to an upper ceiling of HK\$8,500.
- The HKLF will obtain quotations according to its prescribed procedures to include flights on comparable airlines (if it is more cost effective). For examples:
 - (i) Compare British Airways, Virgin Atlantic Airways and Cathay Pacific Airways for a round trip between London and Hong Kong.
 - (ii) Compare United Airlines, American Airlines and Cathay Pacific Airways for a round trip between New York and Hong Kong.
- Flight options should fit the Forum's programme schedule and avoid quoting specific flights.
- If the eligible participants need to travel on a specific flight and / or modify routing (e.g. to include stopover/detour/transit or extended duration) due to personal reasons, all incremental costs, if any, will be borne by the participants.
- Air ticket re-booking / cancellation fee of stopover or detour for personal reasons will be borne by the eligible participants.
- Eligible participants are advised to check with the HKLF Secretariat to ensure that any cost difference is determined and agreed, in advance of the air ticket being issued or the amount is paid.
- Participants will be required to complete a "travel support reimbursement form" (English only) and submit to the HKLF Secretariat before the Forum starts. The form submitted should be supported by official vouchers or receipts.

- The travel support will be reimbursed to successful participants, who have fully attended the Forum programmes, after completion of the Forum. *[Note: Non-local bank (outside Hong Kong) charges to be borne by participants]*