

LINGNAN UNIVERSITY
Research Postgraduate Student
Field Trip Sponsorships

Field Trip Report

The awardee should complete Sections A to D and then submit the report to his/her Supervisor for completion of Section E. The completed report should be sent to the Registry within one month from the end date of the field trip, together with the original copy of relevant receipts.

SECTION A PERSONAL PARTICULARS

Name of Student: _____ Student No.: _____

Study Programme: MPhil/PhD in _____

Area of Study: _____

SECTION B REIMBURSEMENT OF EXPENSES INCURRED

Please attach the original copy of receipts for the following items:

- (i) cost of one return bus/train fare or airfare to the venue(s) of field trip; and
- (ii) accommodation expenses.

<u>Item</u>	<u>Amount (in HK\$)</u>
(a) Cost of one return passage	
(b) Accommodation expenses (___ night(s), for the period from _____ to _____)	
Total amount:	

SECTION C PARTICULARS OF THE FIELD TRIP

Duration: From _____ to _____

Location: _____

SECTION D FIELD TRIP REPORT

Items to be covered may include: the actual activities, whether the aims/objectives of the field trip are achieved, how the outcome/product of the field trip will be used, difficulties/problems encountered, etc. (not less than 200 words) (use separate sheets if necessary):

Signature: _____ Date: _____

SECTION E ENDORSEMENT/COMMENTS OF STUDENT'S SUPERVISOR

I endorse/do not endorse* the student's field trip report.

Comments (if any):

Signature of Supervisor: _____ Date: _____

* Please delete as appropriate.