



SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

Guidelines to NSAs / other parties for reimbursement of expenses

Sports Federation & Olympic Committee of Hong Kong, China (“SF&OC”) undertakes the organization of Multi-Sports Games / events together with our National Sports Associations (“NSAs”) / other parties to promote sport and support Hong Kong athletes. For better use of public funds, there is a need for a guideline to NSAs / other parties for the reimbursement of their expenses in relation to SF&OC’s events.

Unless otherwise specified by funding requirements of the Government or other Grantors, in general practices, SF&OC is responsible for the procurement of the expenditures (such as round-trip air fares between Hong Kong and host city of Multi-Sports Games at economy class, accommodation designated by the organizing committee, travel insurance and uniform) in relation to SF&OC’s events for their participation.

If any expenditure such as local travelling and meal expenses is eligible for reimbursement, SF&OC should inform the NSAs / parties concerned the eligible expenditure items with the maximum amounts before the events.

Request of Budget for Reimbursement

If the NSAs / parties concerned wish to purchase the expenditure items themselves and obtain reimbursement from SF&OC afterwards, they are required to seek SF&OC’s prior approval in writing with full justification. They should complete the budget with the justification in the sample application form at **Appendix A** together with supporting documents / quotations (if any) before the application deadline.

There should be no duplication of items funded under the applications to SF&OC and those subvented by LCSD, HKSI etc. No double claims would be allowed for any expenditure items. SF&OC would assess the budget and submit it to the Government / Grantors for the application of financial support.

Approval of Financial Support

After obtaining the approval of financial support by the Government / Grantors, SF&OC would provide the NSAs/ parties concerned with the approved budgets. Any change to the scope of the approved budget requires the prior approval of SF&OC. Under such circumstances, the NSA should submit the proposed changes to SF&OC in writing with full justification. Expenditure incurred on unapproved items would not be reimbursed and no retrospective approval would be given.



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Submission of Financial Report

After the completion of the Event, the NSAs / parties concerned are required to submit a completed financial report at **Appendix B** together with supporting documents (e.g. original invoices and receipts) within one month to SF&OC for the reimbursement of expenses. SF&OC reserves the rights and discretion for the final adjustment of the reimbursement amounts.

Recordkeeping for Audit Purpose

The NSAs / parties concerned must keep accounting records in relation to the financial report for at least eight years after the completion of the Events. The expenditures incurred in the financial report are subject to audit and inspection upon request.

Encl. Appendix A - Sample Application Form and Annex B - Sample Financial Report Form

SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

Application Form (Sample)

Event:	
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Budget Proposal

	Expenditure (with justification)	Amount
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
Total requested budget		

1. I certify that the information provided in this application, as well as the attachment of supporting quotations etc., are reasonable and based on the best estimate.
2. Any air-fare is restricted at economy class.
3. The expenditure must be solely used for the captioned Event and meet with the requirements in the Guidelines to NSAs for reimbursement of expenses.
4. The application must not duplicate or overlap with any other of the subvented schemes providing by the Government.
5. The application must be submitted to the Secretariat of SF&OC on or before **Date**.

Signature: _____
Name: _____
Post: _____
Association: _____
Contact person: _____
Tel no. & email: _____
Date: _____

Association Chop

For enquiries, please contact the Secretariat at 2504-XXXX (designated staff) or email to secretariat@hkolympic.org or designated staff email address

SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA
Financial Report Form (Sample)

Event Name:	
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Summary of the Expenditure

	Date	Expenditure	Amount
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
		Total	

I certify that the information provided in this report, as well as the attachment of supporting invoices/receipts, are accurate and represent a true and fair summary of the expenditure.

Signature: _____
Name: _____
Post: _____
Association: _____
Contact person: _____
Tel no. & email: _____
Date: _____

Association Chop

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