



# 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. Any expense that is not in Hong Kong dollars must be converted into Hong Kong dollars using the bank transaction record or the foreign exchange rate on Oanda's website (<https://www.oanda.com/currency-converter>) as of the invoice date. 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 &amp; OLYMPIC COMMITTEE OF HONG KONG, CHINA

## Budget Application Form (SAMPLE)

Event: \_\_\_\_\_

## Budget Proposal

No.	Expenditure Item (please indicate the attachment no.)	Justification / Calculation	Request Budget in HKD	[ for SF&OC use]	
				Assessed Amount in HKD	Remarks
1.			-	-	
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
<b>Total</b>			-	-	

- 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.
- Any air-fare is restricted at economy class.
- The expenditure must be solely used for the captioned Event and meet with the requirements in the Guidelines to NSAs for reimbursement of expenses or Circular No XX.
- Please refer to Circular No XX on the items that will be provided/covered by SF&OC to each sport team for their participation in the Games .
- The application must not duplicate or overlap with any other of the subvented schemes providing by the HKSAR Government.
- The application must be submitted to the Secretariat of SF&OC on or before Date.
- Any proposed expense that is not in Hong Kong dollars must be converted into Hong Kong dollars using the foreign exchange rate on Oanda' s website (<https://www.oanda.com/currency-converter>) as of the quotation date.
- Subject to the approval by HKSAR Government, SF&OC reserves the rights and discretion for the final adjustment of the reimbursement amounts.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Post: \_\_\_\_\_

Association: \_\_\_\_\_

Contact person: \_\_\_\_\_

Tel no. &amp; email: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Association Chop

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

## SPORTS FEDERATION &amp; OLYMPIC COMMITTEE OF HONG KONG, CHINA

## Financial Report Form (SAMPLE)

Event: \_\_\_\_\_

## Expenditure Summary

	Name of Athlete / Official	Expenditure Items (please indicate the attachment no.)	Justification on Special Request	Actual Expenses in HKD	[ for SF&OC use]	
					Approved Amount in HKD	Remarks
1.				-	-	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
<b>Total</b>				-	-	

- 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.
- Any air-fare is restricted at economy class.
- The expenditure must be solely used for the captioned Event and meet with the requirements in the Guidelines to NSAs for reimbursement of expenses or Circular No X.
- This report must not duplicate or overlap with any other of the subvented schemes providing by the HKSAR Government.
- This report must be submitted to the Secretariat of SF&OC on or before Date.
- Any expense that is not in Hong Kong dollars must be converted into Hong Kong dollars using the bank transaction record or the foreign exchange rate on Oanda's website (<https://www.oanda.com/currency-converter>) as of the invoice date.
- Subject to the approval by HKSAR Government, SF&OC reserves the rights and discretion for the final adjustment of the reimbursement amounts.

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

\_\_\_\_\_  
 Association Chop

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