

## Hong Kong Jockey Club Disaster Preparedness and Response Institute (HKJCDPRI) Overseas Training Fellowship Programmes

### Overseas Training Fellowship for Emergency Medicine (EM) / Emergency Medical Services (EMS)

#### Budgeting Guide

The maximum amount of the award is HK\$180,000 each. HKJCDPRI reserves the rights to adjust the award amount and approve/reject the financial documents submitted.

This fellowship is a reimbursement-based award. Applicants should submit a budget together with their application. The course tuition fee and/or other eligible expenses on travel, accommodation, meal, insurance etc. would be reimbursed under agreed regulations. Adjustment to the value of the award will be made according to the location of the training and/or placement. Supporting documents (e.g. quotations, invoices, receipts, proves of payments, etc.) of the expenditure items should be submitted in the reimbursement process.

| Items   | Amount (with further explanation)   |
|---|---|
| <b>Tuition fee</b>                            | - <b>Actual amount of tuition fee.</b>  |
| <b>One overseas round trip transportation</b> | - <b>Actual amount of one round trip economy transportation between HK and one overseas training location.</b><br>(If $\geq$ \$5,000, two quotes will be required upon purchasing of the ticket.)   |
| <b>Lodging</b>                                | - <b>Lodging provided by the training institution is recommended unless lower-priced accommodation is chosen.</b><br>(If $\geq$ \$5,000, two quotes will be required unless lodging recommended by the training institution is chosen.)   |
| <b>Insurance</b>                              | - <b>Actual amount insured.</b><br>- <b>Insured period should be aligned with the overseas training course / institution attachment.</b><br>(If $\geq$ \$5,000, two quotes will be required upon purchasing of the insurance.)  |
| <b>Meals and Local transportation</b>         | - <b>Basic expenditure of meals and/or overseas local transportations during the actual course/ placement period</b> (holidays and transportation days are not covered).<br>- <b>Should be estimated with reference to the local cost of living and information provided by the training institution on local cost of living is recommended.</b><br>- <b>Can be estimated as a fixed amount of daily allowance.</b> |