

Art HISTORY TRAVEL GRANTS

OCTOBER 2025

Department of Art History

TYPES OF TRAVEL GRANTS



The University of Hong
Kong Museum Society
Travel Grants

The Arts and Education
Ltd. Travel Grants

Sef Lam
Student Travel Fund

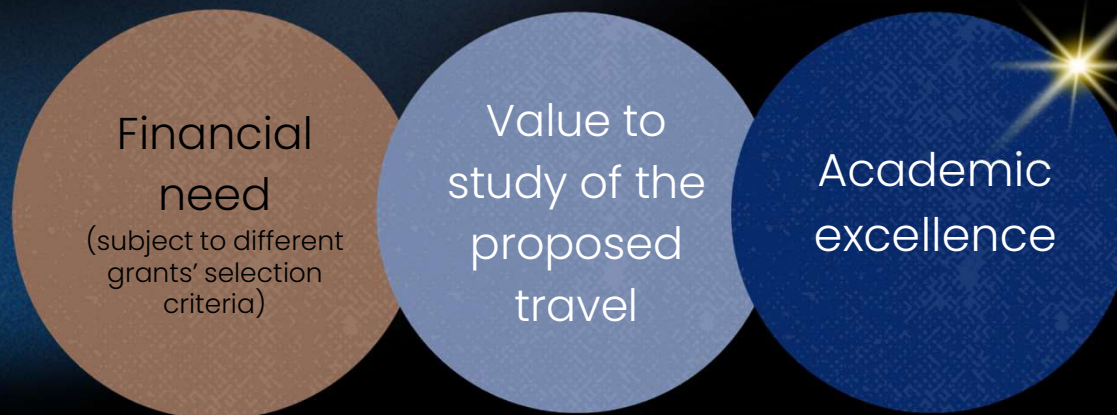
UOB Scholarship

Magdeline Lor
Grants



SELECTION CRITERIA

Travel grant will be awarded to individuals based on:





AWARDEES STATISTICS

NO. OF AWARDEES

2022-2023: 18

2023-2024: 23

2024-2025: 21

GRANT AMOUNT

Up to \$10,000



January- February APPLICATION PREP

Watch out for the call for application.
Research to produce an exciting and
sensible travelling plan.



March 2 (TBC) APPLICATION DEADLINE

Submit the application form,
including a preliminary itinerary for
review.

APPLICATION OVERVIEW 2025-2026



20 March (TBC)

ANNOUNCEMENT

The award announcement will be sent to individual award winners, stating the amount of travel grant given, and providing further guidelines on pre-trip planning and post-trip duties.



By 20 May (TBC)

CONFIRMATION

Submit an updated itinerary, including evidence of flights & accommodation bookings, before the departure.

APPLICATION OVERVIEW 2025-2026



May – August
TRAVELLING

Enjoy and treasure every moment of the trip.



June – August
REIMBURSEMENT

Submit a thank-you letter, a travel report, boarding passes, and all physical receipts for reimbursement.



September/October
PRESENTATION & AWARD CEREMONY

Sharing your experience with donors and fellow classmates

APPLICATION OVERVIEW 2025-2026

IMPORTANT NOTES



Our travel grants aim to cover basic costs of your trip

(i.e. not necessarily the entirety of your travelling expenditure, for instance your meals are not covered)

Airfare

- Economy class

Accommodation

- A safe and decent option

Public transportation

- Domestic travels (city-to-city)
- Railway train tickets are legit claims, but not metro/subway

Entrance fees

- Do your research well and list these sites & museums in the proposal

IMPORTANT NOTES

-  All reimbursement items are subject to the Department & Finance Office's final approval.

Can these be reimbursed?

Airfare

Accommodation

Public transportation

Entrance fees

Complex flight
itinerary

Travelling
Companion

Other means of
transportation

Non-art sites/ venue

Insurance

Transportation to/
from HK airport



IMPORTANT NOTES



Complete the expenses table

List out items with
dates and costs

Provide justifications
if necessary

Attach receipts in an
orderly manner



Submit all documents in person.

AND email a scanned copy to *art.history@hku.hk* as a backup.

- Thank-you letter
- Travel report
- Boarding passes
 - If one of the boarding passes is lost by accident, submit other supporting documents (e.g. transaction record, photos) and provide justifications.
- Receipts
 - If certain receipts only exist in digital format, please specify and print out a copy.
 - If the receipt is lost, you cannot reimburse the item, even if you had it photographed.

FREQUENTLY ASKED QUESTIONS



1 Can I change my travelling destination, or update my proposed itinerary?



- Awardees are not advised to change the primary destination, unless there are valid reasons for the cause. Approval from the Travel Grant Coordinator is required in that case.
- Awardees may update their itinerary

2 What if I have to postpone/cancel the trip?



- Please inform the department and provide justification for the cause
- Failing to do so may impact any future travel grant application

FREQUENTLY ASKED QUESTIONS



3

What should I write for in the thank-you letter and the travel report?
How are they different?



Thank-you letter

- Express gratitude
- Provide personal reflections on the travelling experience, how it relates and impacts on your study

Travel Report

- A clear itinerary, listing out all cities/ places you went by day
- A more detailed account on your visits and activities, mentioning the arts/ exhibitions that you saw.
- An accurate account of all items to be reimbursed.

FREQUENTLY ASKED QUESTIONS

4 Why is the total reimbursement amount different from my calculations?



- Total reimbursement amount will be based on FEO approval
- The amount will be based on HKU currency

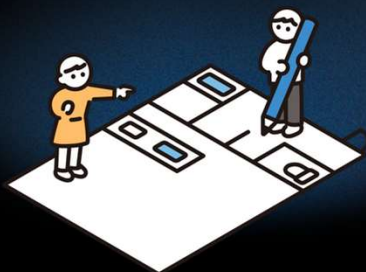
5 When can I expect to receive the reimbursement?



- The reimbursement will be deposited into the bank account you have provided in your portal
- The reimbursement process will only begin when the all required documents are submitted
- It takes around 6-8 weeks for the reimbursement to settle

Email

art.history@hku.hk



Website

[https://arthistory.hku.hk/index.php/
awards-prizes-gifts/awards/](https://arthistory.hku.hk/index.php/awards-prizes-gifts/awards/)

