



## SAO Funding Scheme

### Content

<b>Section 1</b>	<b>SAO Funding Scheme</b>	p. 2
1.1	Introduction	p. 2
1.2	Eligibility	p. 2
1.3	Scheme contents	p. 2
1.4	Types of activities funded	p. 3
1.5	Application period	p. 3
1.6	Funding amount and use of funds	p. 3
<b>Section 2</b>	<b>Funding Application</b>	p. 9
2.1	Application documents required	p. 9
2.2	Funding approval	p. 9
<b>Section 3</b>	<b>Duties and Obligations of Beneficiary</b>	p. 11
<b>Section 4</b>	<b>Consequences of Non-compliance</b>	p. 14
<b>Section 5</b>	<b>Submission of Income and Expenditure Statement of Activity and Activity Report</b>	p. 15
5.1	Submission deadlines	p. 15
5.2	Content of Income and Expenditure Statement of Activity	p. 15
5.3	Content of Activity Report	p. 17
5.4	Points to note for expense reimbursement	p. 17
5.5	Supporting documents for activity income	p. 18
5.6	Supporting documents for activity expenses	p. 20
5.7	Food and beverage expense	p. 21
5.8	Transportation expense	p. 21
5.9	Long distance call expense	p. 22
5.10	Remuneration	p. 22
5.11	On campus printing expense	p. 22
5.12	Exchange rates	p. 23
5.13	Office supplies and equipment	p. 23
5.14	Insurance expense	p. 23
5.15	Outbound trip expense	p. 23
5.16	Prizes/cash prizes	p. 24
5.17	Souvenirs	p. 24
5.18	Alcoholic beverages	p. 24
5.19	Letter of declaration	p. 24
<b>Section 6</b>	<b>Disbursement</b>	p. 24
<b>Section 7</b>	<b>Other points to note</b>	p. 25



# 1. SAO Funding Scheme

---

## 1.1 Introduction

In line with the policies of the Macao SAR Government and the University of Macau (UM), the Student Affairs Office (SAO) helps to cultivate students with innovative abilities who exhibit love for their home country, possess global perspectives and competitiveness, and can shoulder social responsibilities necessary for the development of Macao, the nation and beyond by sponsoring registered student organizations at the UM to organize or participate in various types of activities.

## 1.2 Eligibility (“Applicant” or “Beneficiary”)

Student organizations, namely the University of Macau Students’ Union (UMSU), the University of Macau Postgraduate Association (UMPA) and their affiliates that have registered with SAO<sup>1</sup> can apply for funding under this scheme. Affiliates of UMSU and UMPA can submit funding applications independently.

## 1.3 Scheme Content

The “SAO Funding Scheme” has 4 funding topics, namely topics:

### 1. Student Activities

- Purpose: To promote whole-person development and enrich university life of UM students.

### 2. Student Organization Support

- Purpose: To support the administrative and operating expenses that are necessary to maintain the student organization.

### 3. Student Exchange Activities

- Purpose: To facilitate student organization to organize exchange activities that broaden students’ horizon and to promote cultural and academic exchange.

### 4. Specified Activities

- Purpose: On the basis of the above three regular funding topics, SAO will also call for theme-based activity applications, which will be announced in timely prior to the opening of the application period.

---

<sup>1</sup> Please visit SAO website for more information about the registration procedures.



## 1.4 Types of Activities Funded

Types of activities funded include but not limited to the following:

- Lectures, workshops, seminars, trainings, interest courses, exhibitions, competitions, performances, film screenings, integrative activities, orientation or team-building activities, publications, visits or exchange trips, caring activities, etc.
- The activity can be held outside of Macau.

## 1.5 Application Period

1.5.1 The “SAO Funding Scheme” calls for funding applications in batches several times each year.

Application deadlines will be posted on the SAO website. Applicants can submit funding applications to [sao.funding@um.edu.mo](mailto:sao.funding@um.edu.mo) on or before the announced deadline.

1.5.2 Under special circumstances, applicants can submit a funding application to SAO even if the application period has been closed. However, such an application must be submitted to SAO at least 30 days in advance of the proposed activity. SAO may consider the application depending on the uniqueness, significance, and urgency of the proposed activity.

## 1.6 Funding Amount and Use of Funds

### 1.6.1 Student Activities / Specified Activities

Types of Activity	Funding Amount (MOP)	Scope of Funding	Remarks
<ul style="list-style-type: none"> <li>• Performance</li> <li>• Integrative activity</li> <li>• Competition</li> <li>• Roundtable discussion/seminar/lecture</li> <li>• Exhibition</li> <li>• Film Screening</li> <li>• Caring activity</li> <li>• Others</li> </ul>	<p>General activity or competition: \$50,000</p> <p>Activity or competition which has significant impact or meaning: \$100,000</p>	<ul style="list-style-type: none"> <li>• Advertising (e.g. design and production of poster, banner, advertising materials, backdrop, etc.)</li> <li>• Activity supplies (e.g. design and printing of tickets, invitation letters, certificates, purchase of activity supplies, costumes, props, makeup services, facility or equipment rental / purchase, etc.)</li> <li>• Venue rental fees</li> <li>• Food &amp; beverage (e.g. refreshment, working meals, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• No funding for raffle or lucky draw prizes</li> <li>• Upper limit for transportation expenses: <ul style="list-style-type: none"> <li>➢ Taxi: \$60 per trip; daily upper limit is \$200</li> <li>➢ Bus rental: \$500 per trip</li> <li>➢ Chartered vehicle service: it will be calculated based on a full-day service, with an upper limit of \$2,300 per day per vehicle</li> </ul> </li> <li>• Upper limit for accommodation expenses: <ul style="list-style-type: none"> <li>➢ <b>Only applicable to non-local individuals or groups coming to Macau</b></li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>• Transportation expenses</li> <li>• Hauling equipment expenses</li> <li>• Accommodation expenses</li> <li>• Remuneration (e.g. performers, emcees, guest speakers, judges, referees, interpreters, remuneration for skilled or technical workers, etc.)</li> <li>• Admission or registration fees</li> <li>• Venue set-up, including costs of installation and dismantle</li> <li>• Prizes / Cash prizes / Trophies / Medals</li> <li>• Souvenirs</li> <li>• Miscellaneous (e.g. pick-up or collection charges, postage, first-aid supplies, cleaning supplies, etc.)</li> <li>• Others (e.g. insurance expense, cost of hiring security guards, cost of framing, design fee, filming, photography and audio recording charges, charges for using copyrighted music or video, etc.)</li> </ul>	<p><b>to participate in competitions, activities, or exchanges lasting more than one day</b></p> <ul style="list-style-type: none"> <li>- Upper limit: \$500 per person per night</li> <li>- Maximum number of people: 30</li> <li>- Maximum length of stay: 5 nights</li> </ul> <p>➤ <b>Only applicable to non-local guest speakers at seminars</b></p> <ul style="list-style-type: none"> <li>- Upper limit: \$800 per person per night</li> <li>- Maximum length of stay: 5 nights</li> </ul> <ul style="list-style-type: none"> <li>• Upper limit for remuneration: <ul style="list-style-type: none"> <li>➤ The subsidy amount is determined based on factors such as the individual's educational background, teaching experience, professional qualifications, and reputation, etc.</li> <li>➤ Remuneration may be calculated on an hourly basis, per task, or per assignment.</li> <li>➤ Upper limit for hourly rate: \$450-\$1,250 per hour per individual; and the total amount must not exceed the remuneration on a per-task or per-assignment basis, which is \$5,000</li> </ul> </li> <li>• Transportation expenses to and from Macau (<b>applicable only to non-local guest speakers or non-local performers</b>) <ul style="list-style-type: none"> <li>➤ Upper limit: \$5,000</li> </ul> </li> <li>• Upper limit for Prizes / Cash prizes / Trophies / Medals: <ul style="list-style-type: none"> <li>➤ General activity: \$3,000</li> </ul> </li> </ul>
--	--	--	---



			<ul style="list-style-type: none"> <li>➤ Significantly meaningful activity or competition: \$15,000</li> <li>• Upper limit for souvenir: <ul style="list-style-type: none"> <li>➤ To guests/ judging panel/ guest speakers <ul style="list-style-type: none"> <li>- General activity: \$2,000, with an upper limit of \$250 per person</li> <li>- Significantly meaningful seminar, lecture or activity: \$3,500, with an upper limit of \$350 per person</li> </ul> </li> <li>➤ Giving gifts that encourage audience engagement or providing small gifts to all attendees as they enter an event: <ul style="list-style-type: none"> <li>- General activity: \$500</li> <li>- Significantly meaningful seminar, lecture or activity: \$800</li> </ul> </li> </ul> </li> </ul>
Interest class/ workshop/ training course	\$25,000	Advertising expenses, venue decoration costs and facility rental fees, remuneration, insurance expense, food & beverage, refreshment, activity supplies, material costs, miscellaneous expenses, and registration fees.	<ul style="list-style-type: none"> <li>• Upper limit for lecturer or instructor fees: \$450 to \$1,250 per hour  (Detailed information must be submitted for consideration. The subsidy amount will be determined based on the actual needs of the activity, as well as the instructor's educational background, teaching experience, professional qualifications, reputation, etc.)</li> <li>• Registration fee: <ul style="list-style-type: none"> <li>➤ Upper subsidy limit: \$500 per participant or 80% of the actual expense, whichever is lower.</li> </ul> </li> </ul>



			<ul style="list-style-type: none"> <li>➤ For interest classes/workshops/training courses lasting more than one day: Participants must achieve an attendance rate of 80% or above to be eligible for the subsidy.</li> <li>➤ One-day interest classes/workshops/training courses: In general, participants who are absent will not be eligible for subsidy.</li> </ul>
Orientation activity	\$30,000	Advertising expenses, food & beverage, transportation expenses, accommodation expenses, venue expenses, activity supplies, game prizes, material costs, instructor fees, insurance fees, miscellaneous expenses, and souvenirs.	<ul style="list-style-type: none"> <li>• Upper limit for transportation and accommodation expenses: \$500/person/day</li> <li>• Maximum number of participants: 100</li> <li>• Maximum length of stay: 1</li> <li>• If team-building activities are sourced from service providers, the upper limit of subsidy for the registration fee is \$500 per participant, or 80% of the actual expense, whichever is lower.</li> </ul>
Publication	\$30,000	Payment for freelance writing service, typesetting fee, proofreading fee, design fee, prizes, remuneration, printing expenses, postage, delivery charges, activity supplies, material costs, and miscellaneous expenses, etc.	<ul style="list-style-type: none"> <li>• Subsidized printed materials cannot be used for sales purposes</li> <li>• Upper limit for freelance writing service or writing contest prizes: \$5,000</li> <li>• Typesetting, proofreading, and design fees are calculated on a project basis, with an upper limit of \$3,000.</li> <li>• Upper limit for printing: maximum 400 copies, and maximum funding per copy: \$55</li> </ul>



1.6.2 Student Organization Support / Specified Activities

Types of Activity	Funding Amount (MOP)	Scope of Funding	Remarks
Administrative expenses	<ul style="list-style-type: none"> <li>Number of members does not exceed 1,000: \$600</li> <li>Number of members exceeds 1,000: \$5,000</li> </ul>	Printing name cards, making organization stamp, purchase stationery, office supplies and consumables, photocopy fees, and miscellaneous expenses, etc.	<ul style="list-style-type: none"> <li>Upper limit for printing name cards is \$300 and the upper limit per person is \$50</li> <li>Only one application per year is allowed</li> </ul>
Organization building, operations, and service optimization	\$250,000	Purchase or rental of office equipment, communication and postage costs, costs for building and maintaining website, staff cost, insurance expense, maintenance cost, bank service charges, uniform production, etc.	<ul style="list-style-type: none"> <li>Upper limit for staff cost<sup>2</sup>: \$150,000 per year; maximum number of full-time employee: 2</li> <li>Upper limit for uniform production: \$50/uniform (maximum 200 uniforms)</li> </ul>

Note<sup>2</sup>: Staff cost includes salary, fixed allowance, contributions to Social Security System, provident fund contribution, labour insurance etc.

1.6.3 Exchange Activities / Specified Activities

Types of Activity	Funding Amount (MOP)	Scope of Funding	Remarks
Visits or exchange activities	\$80,000	<u>Local</u> <ul style="list-style-type: none"> <li>Transportation expenses</li> <li>Presentation of souvenirs or gifts to host organization.</li> </ul>	<ul style="list-style-type: none"> <li>Upper limit for transportation expenses: <ul style="list-style-type: none"> <li>➢ Taxi: \$60 per trip; daily upper limit is \$200</li> <li>➢ Bus rental: \$500 per trip</li> <li>➢ Chartered vehicle service: it will be calculated based on a full-day service, with an upper limit of \$2,300 per day per vehicle</li> </ul> </li> <li>Upper limit for souvenir: \$1,000, with an upper limit of \$300 for each host organization</li> </ul>



		<p><u>Non-local</u></p> <ul style="list-style-type: none"> <li>• Transportation expenses</li> <li>• Accommodation expenses</li> <li>• Presentation of souvenirs or gifts to host organization.</li> </ul>	<ul style="list-style-type: none"> <li>• For upper limit of transportation and accommodation, please refer to 5.15 – outbound trip expense</li> <li>• Upper limit for souvenir: \$1,000, with an upper limit of \$300 for each host organization</li> </ul>
Participating in non-local competitions or non-local seminars		<ul style="list-style-type: none"> <li>• Registration fee</li> <li>• Transportation expenses</li> <li>• Accommodation expenses</li> </ul>	<ul style="list-style-type: none"> <li>• For upper limit of transportation and accommodation, please refer to 5.15 – outbound trip expense</li> <li>• Upper subsidy limit for registration fee limit: \$500 per participant or 80% of the actual expense, whichever is lower.</li> </ul>
Caring activities		<ul style="list-style-type: none"> <li>• Transportation expenses</li> <li>• Accommodation expenses</li> <li>• Presentation of souvenirs or gifts to host organization.</li> <li>• Activity supplies</li> <li>• Care packages</li> </ul>	<ul style="list-style-type: none"> <li>• Upper limit for care packages: \$30/package</li> <li>• Upper limit for souvenir: \$1,000, with an upper limit of \$300 for each host organization</li> <li>• For upper limit of transportation and accommodation, please refer to 5.15 – outbound trip expense</li> </ul>

**Note :**

- Regarding the scope of funding, SAO may consider funding the expenditure items that are not listed in the tables above, depending on the actual situation. However, justification should be provided.
- Funded activities should not be profit-oriented.
- For the upper limit of food & beverage, please refer to 5.7 – Food and beverage expense.

## 2. Application Procedures

---

### 2.1 Application Documents:

- a) SAO Funding Application Form
- b) Budget Plan  
(Complete one SAO Funding Application Form and one Budget Plan for each activity, the forms can be downloaded from the website of SAO)
- c) Activity Proposal, including but not limited to the following:
  - Theme or content of the activity, scale, rules, activity rundown, target participants, etc.
  - Expected outcomes
  - Educational goals to be accomplished
  - List of guest speakers / performers / instructors / judges / media to be invited and their resumes

#### 2.1.1 Other important points related to application procedures:

- a) Incomplete application or late application will not be accepted.
- b) Activity commencement period: complete the activity and submit reimbursement claims in the same within the stated period.
- c) SAO may interview representative(s) of the student organization for additional information.
- d) SAO has the right to request additional information or to ask the applicant to revise the activity plan. Failure to provide or amend the information as required will be deemed to have withdrawn the application.
- e) If the applicant submits the application to SAO less than 30 days before the first day of activity, the application will not be accepted, except in urgent or special circumstances.

### 2.2 Funding Approval

#### 2.2.1 Factors that influence funding approval for student activities or theme-based activities:

- a) Clarity, quality and completeness of proposal (30%): planning and management of the proposed activity.
- b) Activity benefits (30%): how the proposed activity can promote the well-being of UM

students and staff or promoting UM's educational goals.

- c) Budget and resources utilization (10%): soundness and rationality of the overall budget planning, including the search and use of funds.
- d) Activity execution records and experience (20%): the applicant's records of organizing funded activities and use of funding granted.
- e) Fulfillment of obligations (10%): the applicant's records of fulfilling the regulations and obligations of the SAO Funding Scheme.

#### 2.2.2 Factors that influence funding approval for administrative and operational expenses:

- a) The rationality of the funding amount and budget (50%).
- b) The number of members in the organization and the scope of services provided (20%).
- c) The effectiveness of the past operations, especially financial management and budget implementation (15%).
- d) Past fulfillment of obligations (15%).

#### 2.2.3 Applications that will not receive a score

- a) Applications that do not comply with Sections 1.2 and 1.5 of this funding scheme.
- b) Applications that have submitted applications for subsidies from other public departments or entities, regardless of whether the application has been approved (with the exception of venue applications).

#### 2.2.4 Activities that will not be funded

- a) Activities and expenses that are evidently intended for profit, religious propaganda, or solely for entertainment purposes.
- b) Cash donations

#### 2.2.5 Grant of Funding

- a) Only scored 60 or above after the review are eligible for funding.



- b) Funding applications are reviewed by the SAO Funding Committee based on the opinions of the assessment team and according to the budget of SAO, and then approved by the authorized entity. The SAO Funding Committee comprises of 2 representatives from SAO, 1 representative from Residential Colleges and 1 representative from Finance Office. Funding results will be released on SAO website on the announcement dates listed and applicant will also be notified by email.
- c) Within budget constraints, funding is allocated on a merit basis.

### **3. Duties and Obligations of Beneficiaries**

---

The beneficiaries should fulfill the following obligations:

- 3.1 Provide true and correct information or declaration.
- 3.2 Must adhere to the “dedicated-fund-for-dedicated-use” principle in the use of funding and comply with all obligations stipulated in the funding approval.
- 3.3 Be cautious and reasonable in planning and organizing the subsidized activities or events to ensure the activities comply with the current laws and regulations, and to bear the legal responsibility arising from it.
- 3.4 Make sure the subsidized activities or operating expenses do not receive any subsidies or funding from other local government or public entity.
- 3.5 The president and the treasurer of the beneficiary must attend the financial briefing held by SAO at least once a year. If there are changes to the cabinet members during the academic year, the new president and/or the new treasurer must attend the earliest financial briefing held by SAO in order to continue applying for and/or receiving SAO Funding.
- 3.6 The president and treasurer of the beneficiary shall ensure that all funding applications and reimbursement applications are made in accordance to the rules and guidelines stipulated by different institutions, and that all receipts for reimbursement and transaction records are properly kept and retained.
- 3.7 Accept and cooperate with the supervision of SAO, including the use of subsidized fund.



- 3.8 Refund the unused subsidized fund.
- 3.9 Fulfill the obligations stipulated in the funding regulations and plans.
- 3.10 **Funded activities must be carried out according to the content of the application. If the beneficiary needs to modify the content of activity, an application to SAO must be submitted in the following way:**
- 3.10.1 Changes to the activity budget  
Beneficiaries must submit the application by e-mails no less than 30 days before the first day of the activity, except for urgent and special cases. The SAO Funding Committee will consider the applications and reserves the right to approve the funding or to maintain the original funding amount. SAO will announce the results in the same manner as soon as possible. The application period is from 1<sup>st</sup> to the 5<sup>th</sup> of each month.
- 3.10.2 Changes of activity (no budgetary implication) / Postponement / Cancellation  
Beneficiaries must submit the application by e-mails no less than 7 days before the first day of the activity. SAO will review the application and announce the results in the same manner.
- 3.10.3 In situations of emergencies or unforeseen circumstances, application deadlines for the above may be waived or extended.
- 3.11 Beneficiaries should purchase the necessary accident and medical insurance or public liability insurance for the participants joining the funded activities.
- 3.12 When organizing activities, student organizations should make good use of social resources and should consider charging admission fee or application fee.
- 3.13 The beneficiaries must follow the rules and guidelines of the University when using venues or facilities of the University, including but not limited to, following the regulations of the venue and facilities and any direction given by the management staff of the facilities, preventive measures for infectious diseases, etc.
- 3.14 Disclosure of Related-Party Transaction
- 3.14.1 Transactions involving related parties that are required to be reported:
- During the implementation of the funded activity or project, if the beneficiary (student organization) needs to conduct transactions with a third party (e.g., purchasing goods or services), and the amount of a single transaction reaches or exceeds MOP 100,000, or the



total amount of transactions with the same third party within the same calendar year reaches or exceeds MOP 100,000, and such third party meets the definition of a related party under Clause 3.14.2, the transaction must be declared when submitting the reimbursement application.

- b) The details of relevant related-party transactions must be declared concurrently with the submission of the funding application if it is confirmed or anticipated that such transactions will continue and fall within the scope of eligible expenses at the time of applying for funding. The beneficiary is required to submit updated information and supporting documentation when submitting reimbursement claims in the event that any modifications to the declared related-party transaction information occur during the subsequent implementation of the funded activities.

3.14.2 Related parties of the applicant or recipient include:

- a) The president, director general, supervisor general, secretary general, or other equivalent responsible officer of the applicant or beneficiary;
- b) Vice president, vice director general, vice supervisor general, vice secretary general, or individuals in equivalent roles to the applicant or the beneficiary, with the exception of those who did not participate in the relevant transaction procurement process;
- c) If any person referred to in subparagraphs a) and b) above holds any position referred to in subparagraphs a) and b) in another association or non-profit organization, or is a natural person business owner of another enterprise, or is a controlling shareholder or member of the administrative body of another company, then such association, non-profit organization, enterprise, or company shall be deemed a related party of the applicant or the beneficiary, without prejudice to the application of the latter part of subparagraph (b) above.
- d) If the spouse, children, parents, siblings, parents of the spouse, siblings of the spouse, or persons in a de facto marital relationship with any individual referred to in items (a) and (b) above hold any position specified in items (a) and (b) in another association or nonprofit organization, or are the natural person business owners of another enterprise, or are the controlling shareholders or members of the administrative body of another company, then such association, nonprofit organization, enterprise, or company shall be deemed to have an interest in the position held by the aforementioned individual. If they are a natural person business owner of another enterprise, or a controlling shareholder or member of the administrative body of another company, then that association, non-profit organization,



enterprise, or company shall be considered an affiliated party of the funding applicant or recipient, without affecting the application of the latter part of subparagraph (b) above.

3.14.3 The following information must be disclosed for related-party transactions:

- a) The name and contact details of the related party;
- b) The relationship between the related party and the applicant or the beneficiary;
- c) The details of the related-party transaction, including the anticipated or actual transaction date, purpose, and amount;
- d) Reasons for conducting related party transactions, such as the transaction price being more favorable than the reasonable market price; the engineering work performed or goods and services provided by the related party being superior to those of comparable entities due to factors such as technical or professional capabilities; the related party holding exclusive rights to the goods or services provided;
- e) At least two quotations from non-related suppliers must be provided to assess the reasonableness of the related-party transaction price.

3.14.4 When conducting related-party transactions, ensure that the terms are fair and the pricing is reasonable. The Student Affairs Office will review and approve such transactions based on factors including pricing and the rationale for selecting the related supplier.

## 4. Consequences of Non-compliance

---

- 4.1 The consequences of not complying the duties and obligations except cases of force majeure or obtained prior approval from SAO includes:
  - 4.1.1 Written warning;
  - 4.1.2 Non-grant of funding;
  - 4.1.3 Besides the subsidy involving not complying with the duties and obligations, the payments of subsidies that have been approved but not yet disbursed will be suspended, or the actual payment amount will be restricted according to the funding scheme;

- 4.1.4 Deduct or cancel the subsidy and seek for refund of the subsidy granted;
  - 4.1.5 Reject the subsidy application from the relevant student organization for at most 1 year;
  - 4.1.6 Other consequences stipulated in the funding regulations and plans;
  - 4.1.7 Other consequences stipulated in the Student Disciplinary Regulations of the University of Macau.
- 4.2 The consequences referred to in items 4.1.4, 4.1.5 and 4.1.7 in the above apply in particular in the following cases:
- 4.2.1 The beneficiary intentionally violates the obligations of 3.1, 3.2 and 3.14;
  - 4.2.2 The beneficiary violates obligations 3.3, and causes serious damages to the participants or public interest, especially to public safety or social order.

## **5. Submission of Income and Expenditure Statement of Activity and Activity Report**

---

- 5.1 The submission deadline for Income and Expenditure Statement of Activity and Activity Report

For funded activity, a complete Income and Expenditure Statement of Activity (Form Ref#: S-014/F/SDS) and Activity Report (Form Ref#: S-007/F/SDS) should be submitted within 20 days upon completion to SAO, except for situations below:

- 5.1.1 For funded activities held between November 26 and December 14, the Income and Expenditure Statement of Activity and Activity Report should be submitted on or before December 15 to SAO;
  - 5.1.2 For funded activities held after December 14, the Income and Expenditure Statement of Activity and Activity Report should be submitted within December to SAO.
  - 5.1.3 Late submission may result in cancellation of subsidies granted.
- 5.2 Content of Income and Expenditure Statement of Activity
- 5.2.1 All sources of income and expenses related to the funded activity must be reported, and relevant supporting documents must be provided.



5.2.2 When preparing for the Income and Expenditure Statement of Activity , you should pay attention to the following:

- a) Stick all the receipts and valid payment proof or supporting documents for expenses incurred onto the Income and Expenditure Statement of Activity (Form #: S-014/F/SDS) and,
  - Avoid sticking receipts on both sides of the report (A4 paper);
  - Avoid overlapping or folding the receipts;
  - Use only tape and glue for sticking receipts onto the Income and Expenditure Statement of Activity (do not staple);
  - Do not cover information such as the date, company name, product/service description, quantity, price, etc.;
  - If the receipt or valid payment proof/supporting document is A4 size or larger, it is not necessary to stick the document on the Income and Expenditure Statement of Activity but to fill out the amount on the Income and Expenditure Statement of Activity.
- b) Reference numbers should be written on the top right corner on the spaces provided.
- c) If you wish to retain a copy of the receipts, you must make your own photocopy before submitting your reimbursement request.
- d) Please check all the receipts carefully, then clip all the documents with a blinder clip (put the clip on the upper left hand corner). The documents should be arranged in the following order:
  - Income and Expenditure Statement of Activity (Form Ref#: S-014/F/SDS) Page 1 to 3;
  - Funding results, Funding application and Budget plan;
  - Supporting documents for sources of income or sponsorship;
  - Receipts;
  - Activity report (Form Ref#: S-007/F/SDS);
  - Table of Foreign Currency Exchange Rate provided by the Finance Office (FO) of the University of Macau (if applicable).



### 5.3 Contents of the Activity Report

- Description about the activity, such as content of the activity, activity schedule and/or activity rundown;
- Participant list;
- Attendance record (if the activity is an interest course or workshop);
- Meetings minutes (if the funded activity is a cabinet meeting, a member meeting, or an evaluation meeting, etc.);
- Activity evaluation;
- Photos of the activities and promotional materials;
- A sample of sponsored publications (if the funded project is publication);
- Others.

Please note that: Activity Report is not needed if the funded activity is under the funding topic “Student Organization Support.”

### 5.4 Points to note for expense reimbursement

5.4.1 The beneficiary (student organization) must declare all income and expenses incurred honestly. Any false declaration of information submitted is subject to disciplinary and legal liability.

5.4.2 All income and expenses incurred for a funded activity must be stated in the Income and Expenditure Statement of Activity, together with all the relevant documentation. Show calculations to ensure that the amounts stated are accurate and logical.

5.4.3 Submit a numbered and stamped attendance list if registration/admission fees will be collected or claims for food & beverage expenses or exchange trip expenses. The attendance list should contain information such as the name, the student ID number or the last 4 digits of ID card number, and the total number of participants.

5.4.4 All reimbursement receipts should be original and can only be reimbursed once. Information such as the company name, payment date, items purchased or service rendered, price and quantity, etc. should be clearly stated (for details, please refer to 5.6 Supporting documents for activity expenses).

5.4.5 When calculating each income and expenditure item, the amount should be rounded up to two decimal places.



- 5.4.6 Reimbursement shall be settled in Macau Pataca (MOP) (for details, please refer to 5.12 Exchange Rates).
- 5.4.7 Under normal circumstances, electronic signatures or electronic chops are not accepted.
- 5.4.8 Expenses incurred for procurement of activity supplies or office supplies should be reasonable and necessary in order to be eligible for reimbursement. Any unreasonable expense, or expense for an item which is not approved, or expenses exceeding the total amount of funding approved will not be reimbursed. In the event of any doubt, seek prior consent and acknowledgement from SAO.
- 5.4.9 It is recommended to obtain and compare at least three quotations for procurement of goods or services. If the procurement is equal to or greater than MOP15,000, a minimum of three written quotations must be obtained. Generally, the lowest quotation that meets the procurement requirement shall be selected. Otherwise, justification should be provided for consideration.
- 5.4.10 Cash vouchers or electronic cash vouchers used to pay for procurement or service expenses will not be reimbursed.
- 5.4.11 The following is not eligible for reimbursement:
- a) credit card billing statement,
  - b) reload / Recharge Receipts of stored-value card (e.g. Octopus Card/Macau Pass),
  - c) photocopy / printed copies of receipts,
  - d) modified receipts without appropriate affirmation from the seller.
- 5.5 Supporting documents for activity income
- 5.5.1 Definition of activity income;  
Activity income refers to funding resources obtained apart from SAO, which includes but not limited to admission or registration fees, corporate sponsorship, gift or sponsored materials, etc.



### 5.5.2 Proof of Income

- a) While original document prevails over copy of the original document, copy of the original document is acceptable to evidence the amount of income received.
- b) Institutional funding:  
Notification of a bank transfer, deposit slip or sponsorship letter etc. should be provided.
- c) Other income (donations, sales income, package fees or registration fees, etc.):  
Invoice, notification of bank transfer, ticket stubs, ticket receipts etc. should be submitted.

### 5.5.3 Guidelines for handling Activity Income

- a) For cash sponsorship, it is recommended to receive the sponsorship in cheque or promissory note whenever possible. It is recommended to make a copy of the cheque or promissory note before depositing it. If cash is received, deposit the amount received first.
- b) Explanations should be provided if the admission or registration fees are waived for certain participants.
- c) If the funded activity has refunded part or all of the registration/admission fee or deposit, a refund record must be presented.
- d) If the beneficiary will make a refund (all/partially) to any participant(s) after all subsidies for the activity have been received, the beneficiary has to write a declaration letter detailing the refund arrangement (e.g. total refund amount, average refund amount, when the refund will be made).
- e) A description of how the sponsored materials have been distributed should be provided. If the sponsored materials have been given out as prizes or awards, relevant proof or receipt must be presented (for details, please refer to Section 5.16 Prizes / Cash Prizes).

## 5.6 Proof of Expenditure

### 5.6.1 Receipt

- a) Only original and valid receipt submitted is eligible for reimbursement claims once.
- b) Original receipt submitted should include the following details:
  - name of customer,
  - name of supplier (should contain contact information),
  - date of purchase,
  - description and quantity of the item(s) purchased or description of the service(s) rendered,
  - purchase amount.
- c) Do not adjust or edit a receipt issued. You should ask the supplier to reissue or reprint a receipt if it is incorrect or ask the supplier to endorse on the revisions made.
- d) If there is discount, the actual amount paid after discount should be stated.

### 5.6.2 Invoice

If the invoice is presented as proof of payment for reimbursement, it should be an original invoice that shows there is no outstanding balance to be settled (for example, the original invoice is stamped with “PAID”), and it should contain the information required in 5.6.1.b.

### 5.6.3 The “Declaration for Expenses Without Receipts or Invoices” (Form Ref#: S-009/F/SDS) should be completed in the following cases:

- a) The receipt or invoice does not contain or contain incomplete information as required in 5.6.1.b.
- b) The receipt or invoice is lost or has not been issued.
- c) Only electronic receipt or invoice can be presented.
- d) Boarding pass is lost or boarding pass has not been issued.

As a declaration letter is not an official proof of expenditure, the final decision on whether to grant reimbursement will be made by the University.

### 5.6.4 If the original proof of payment is not provided for reimbursement, justification has to be provided.



5.7 Food and Beverage Expenses

5.7.1 Upper limits for reimbursement of different types of meals:

a) Refreshment / Breakfast

Refreshment refers to light meal provided at the beginning, during breaks, or at the end of the activity (for example: snacks and drinks), the upper limit is MOP30 per person.

b) Working meal / Lunch / Dinner

Working meal refers to lunch or dinner provided to working personnel or helpers during the course of the activity, particularly when they need to be stationed at the venue. The upper limit is MOP50 per person.

c) Refreshment for Cabinet / Debriefing Meeting

Meal expenses can only be reimbursed if they are shown in the approved budget plan.

d) Welcome Meal

**Only expenses for 1 welcome meal is reimbursable**, and it is subject to the following guideline:

Number of guests	Upper Limit Per Person for Reimbursement
1 Guest + 3 Students (maximum)	MOP 200

Special approval is required for other circumstances.

e) Banquet Dinner

Under normal circumstances, banquet dinner cannot be reimbursed. In other special cases, individual approval must be obtained in advance. The upper limit is MOP300 per person.

5.7.2 If the number of persons attending the event is less than the minimum number of persons required by the supplier or in the catering terms, a reasonable explanation must be provided in the form of a declaration.

5.8 Transportation Expenses

5.8.1 Use public transportation whenever possible. Limit the use of taxi or charter buses.

5.8.2 The economy class must be used for travelling out of the Macao SAR. Otherwise, special approval must be obtained from the SAO.



5.8.3 For reimbursement of transportation expense, the following information should be provided:

- Air travel: boarding pass
- Sea travel: ferry ticket
- Rail travel: train ticket
- Taxi: passenger list, reason for travelling by taxi, place of departure and place of destination.

## 5.9 Long Distance Calls

5.9.1 Phone call records must be submitted along with the phone bill for reimbursement purpose. You need to highlight those phone calls that are made for official purpose.

5.9.2 You must provide information such as the person who receives the phone call, the phone number dialed, when and where the phone call is made.

5.9.3 Personal phone calls are not reimbursable.

## 5.10 Remuneration

5.10.1 Form Ref#: S-011/F/SDS should be submitted, and the description of the job or task performed, date, hourly rate, and number of hours worked should be clearly stated. This requirement is waived if a receipt can be provided.

5.10.2 Remuneration paid to the cabinet members of the beneficiary for any activities organized by the beneficiary will not be funded.

5.10.3 To avoid any employment relationship or obligation, student helpers should not receive any remuneration. For special cases, you can consider giving allowance such as meal allowance.

## 5.11 On Campus Printing Expenses

5.11.1 To apply for reimbursement of on campus printing expenses, you need to submit on campus printing records, and highlight those records related to the funded student activities or administrative expenses.

5.11.2 Only the actual amount of printing expenses incurred, not the amount reloaded, is reimbursed.



5.12 Exchange Rates

5.12.1 All reimbursement amount shall be settled in MOP. If the purchase is made in foreign currencies, you can provide documentation that can evidence the transaction amount in MOP (for example, bank record, bank statement, credit card bill payment record, receipt stub, etc.).

5.12.2 Otherwise, you should convert the purchase amount to MOP using the exchange rates provided by the Finance Office of the University of Macau. The exchange rate between Hong Kong Dollars (HKD) and Macau Pataca (MOP) is 1:1.0315.

5.13 Office Supplies and Equipment

5.13.1 Office supplies refer to stationery, such as paper clips, adhesive tapes, and ballpoint pens, etc.

5.13.2 If office equipment, such as printer, computer, camera, etc., is purchased, the purpose of purchase and location of the equipment must be included in the Income and Expenditure Statement of Activity .

5.14 Insurance Expenses

Valid receipt must be presented for reimbursement. Insurance policy statement/certificate is not considered as a “valid receipt”.

5.15 Outbound Trips

5.15.1 The upper limit for reimbursement of each outbound trip is MOP80,000.

5.15.2 Meal expenses will not be reimbursed.

5.15.3 Moreover, reimbursement of transportation and accommodation will not exceed the following limit:

No. of Days	Upper Limit for Reimbursement (per person)		
	Guangdong Province, China (including Hong Kong SAR)	Other Provinces of China / Other Asian Countries*	Other Areas (Countries Apart from Asian Countries)
1 day	MOP500	-	-
2 days	MOP1,000	-	-
3 days	MOP1,500	-	-
4 days or above	MOP2,000	MOP3,500	MOP4,200

\*Except Guangdong Province, China



#### 5.16 Prizes / Cash Prizes

5.16.1 If the funded activity is a competition or involves lucky draw, the awardee list has to be submitted, together with the Award Declaration form (Ref. #: S-010/F/SDS).

5.16.2 If the value of the prize is less than MOP100 per person, only the awardee list or a declaration stating the prize distribution is required.

#### 5.17 Souvenir

5.17.1 To guests/ judging panel/ guest speakers

A list of recipients must be submitted to be reimbursed for souvenir expenses.

5.17.2 To all attendees as they enter an event / Gifts that encourage audience engagement

A declaration letter explaining the souvenir distribution is required.

#### 5.18 Alcoholic Beverages

In general, the expenses for alcoholic beverages cannot be reimbursed. For special cases, you must seek prior approval from SAO before purchasing. You must seek approval from SAO for wine tasting activities.

#### 5.19 Declaration

A declaration is an explicit acknowledgement or statement about something. Since a letter of declaration is legally binding, the declarant should make an honest statement and provide accurate information. The statement should include the declarant's name, their title, the entity they are affiliated with, and the date.

## 6. Disbursement

---

6.1 The beneficiary should submit the Income and Expenditure Statement of Activity and Activity Report to SAO on or before the specified deadline. After SAO has performed an initial review of the reimbursement application, it will be sent to the Finance office (FO) of the University of Macau for final checking and processing. The disbursement amount is based upon actual expenses incurred, and the disbursement amount shall not exceed the amount of funding approved.

6.2 The disbursement will be deposited by bank transfer to the local bank account specified in the Income and Expenditure Statement of Activity. The payee should register his or her bank account information on the Student Information Web (SIWEB) of the University of Macau in order to receive the payment.



Under special cases, direct payments can be made according to the information provided by the beneficiary.

- 6.3 The funding can only be used by the beneficiary to participate or to organize the funded activities and for its operations. The fund should not be transferred to other entities or to be used for other purposes.
- 6.4 The amount disbursed will be reduced according to the following circumstances:
  - 6.4.1 Total income of the funded activity exceeds the total expenditure
  - 6.4.2 Total expenditure of the funded activity is less than the funding amount approved by SAO
  - 6.4.3 The beneficiary did not complete the funded activity
  - 6.4.4 The activity content and expenditure items submitted do not match the activity content approved.
- 6.5 SAO can cancel the funding approved if, due to consideration of public interest, natural disasters, epidemics, political or social factors, the beneficiary fails to carry out, change or cancel the funded activity in accordance with the relevant guidelines or recommendations of the Macau SAR Government or the University.

## 7. Other points to note

---

- 7.1 For matters not provided in this funding scheme, the Administrative Regulation No. 18/2022 “Regime de apoio financeiro público da Região Administrativa Especial de Macau” and other applicable laws and regulations shall apply.
- 7.2 Law No. 19/2009 “Prevenção e Repressão da Corrupção no Sector Privado” came into force on the 1st March 2010. For any details, please visit the website of Commission Against Corruption, Macau SAR, <http://www.ccac.org.mo/>.
- 7.3 For details regarding the definition and reporting requirements for related-party transactions, please refer to the “Instruções sobre a fiscalização de transacções com partes relacionadas nos procedimentos de apoio financeiro público” issued by Direcção dos Serviços da Supervisão e da Gestão dos Activos Públicos (DSGAP) of the Macao Special Administrative Region.



- 7.4 SAO handles personal data collected in accordance to Act No. 8/2025 “Personal Data Collection Act.” Personal data on application forms collected shall only be used for the purpose of processing and reviewing funding applications.
- 7.5 Student Affairs Office reserves the right of final interpretation for the content and items hereinabove.
- 7.6 If there is any conflict or inconsistency between the Chinese and the English version, the Chinese shall be the governing and prevailing version.
- 7.7 For enquiries, please contact the Student Development Section of the Student Affairs Office during office hours:  
Email: [sao.funding@um.edu.mo](mailto:sao.funding@um.edu.mo)  
Tel: 8822 9921/ 8822 9918