

**UNITED COLLEGE**  
**THE CHINESE UNIVERSITY OF HONG KONG**

**Guidelines for the Use of United College Social Fund 2025-2026**

The “Social Fund” was set up with the aim of fostering personal interaction and strengthening contacts among teachers and students outside the classroom. The “Fund” is to support a teacher’s or staff member’s expenses when he or she takes a group of students out for meals and/or refreshments, both on or off campus for formal and non-formal academic and cultural activities in nature. A teacher or staff member affiliated with the College is allowed to take different groups of College students either from College general education courses or from other formal or informal classes and programmes out for the afore-mentioned purpose during the academic year.

1. The Fund is to be administered by the College Office.
2. The allowance is to cover meals and/or refreshments of the teacher or staff member and students for up to \$100 per head per activity. The yearly budget for each teacher in 2025-2026 is:

Head / Associate Head / Dean of General Education / Dean of Students /	\$10,000 each ( <i>\$7,000 set aside for College student activities</i> )
Associate Dean of Students / Associate Dean of General Education	\$7,000 each ( <i>\$5,000 set aside for College student activities</i> )
College Secretary	\$4,500 each ( <i>\$2,500 set aside for College student activities</i> )
Course Supervisors of GEUC4011* & GEUC4012*	\$2,000 each
Wardens of student hostels upon exhaustion of entertainment allowance	\$2,000 each
Wardens of Pak Chuen Hall & Ping Fan Hall	\$2,000 each
PE Teachers (restricted to UC students only)	\$2,000 each
Debate Team Warden (restricted to UC students only)	\$2,000 each
Leaders of Study Tours (Overseas Tour)	\$1,100 - \$6,100 with reference to respective destinations <i>(Please refer to ‘Table 2 – Allowance for Leaders of Study Tours’ on page 2 for the exact amount)</i>
College Coordinators*	\$1,000 each
Senior College Development Officers / College Development Officers / Assistant College Development Officers / Assistant to College Head	\$1,000 each
Other teaching staff	\$1,000 each
Resident Tutors (with Wardens’ endorsement)	\$500 each

\* Non-UC course supervisors of GEUC4011, GEUC4012 or College Coordinator being nominated by his/her Department are also eligible for the Fund.

\* Non-academic staff of the University, except administrative and executive staff of the College Office and Dean of students Office, are NOT eligible for the Fund.

The maximum amount of each teacher is calculated on his/her capacity in the College, e.g. a teacher who is also a College Coordinator will be eligible for claiming:

	<u>Allowance</u>
<b>As a College Coordinator:</b>	\$1,000
<b>As a teacher:</b>	\$1,000
<b>Total:</b>	<b>\$2,000</b>

3. For expenditures at United College catering outlets, i.e. UC Staff Canteen, UC Student Canteen and Si Yuan Amenities Centre, **100%** of a receipt can be reimbursed, provided that all the other rules are followed. For expenditures at non-United College catering outlets, **a maximum of 70%** of a receipt can be reimbursed, provided that all the other rules are followed. **The allowance for Leaders of Overseas Study Tours is exempted from this restriction.** An example of a teacher who is also a College Coordinator with a total of \$2,000 allowance, his/her reimbursement requests will be handled as below:

<u>Receipt</u>	<u>Amount Spent</u>	<u>Amount to be Reimbursed</u>	<u>Balance</u>
UC Staff Canteen (2 people)	\$250	\$200 ( <i>\$100 per head &amp; 100%</i> )	= \$1,800
SYAC (10 people)	\$950	\$950 ( <i>\$100 per head &amp; 100%</i> )	= \$850

CUHK Coffee Corner (5 people)	\$500	\$350 (\$100 per head & 70%)	= \$500
Hotpot in Mong Kok (4 people)	\$1,200	\$280 (\$100 per head & 70%)	= \$220
Coffee shop in TST (6 people)	\$320	\$420 (\$100 per head & 70%)	= \$0
*Since the remaining balance is \$220, therefore, only \$220 can be reimbursed.			

- As suggested by the Vice-Chancellor, teacher or staff members may include member's spouse and dependent children, if any, in such lunch or dinner.
- The Fund will also support inter-faculty dinners to be organized by the College in the coming academic year to encourage interaction between teachers and students of different faculties.
- The Fund will sponsor students of other Colleges joining the meals/refreshments, but there should be at least 1 UC student in each gathering except for the PE teachers and Debate Team Warden.
- The activities should be educational in nature, and the Fund will not support entertainment activities such as movies, unless the themes of the movies are related to the course taught by the teacher.
- The teacher or staff member must submit official receipts and list of names of students for reimbursement to Mr Ken CHAN (Tel: 3943 1288), the College Dean of Students' Office **on or before 15 June 2026 for the fiscal year 2025-2026**. Application for reimbursement should be made in the prescribed form downloadable from the College homepage:

([LINK](#) here)

- The guidelines will be reviewed by the College from time to time accordingly.
- Reimbursement claims must include original receipts/vouchers/bills. **Please attach each thermal paper receipt with a photocopy on the same A4 sheet to prevent fading.** (Sample as below)



**Table 2 – Allowance for Leaders of Study Tours**

<u>Destination (in alphabetical order)</u>	<u>Allowance</u>
Barcelona	\$1,600 in total
Lyon	\$2,100 in total
Oulu	\$1,100 in total
Oxford (Herford College)	\$1,900 in total
Oxford (Worcester College)	\$1,600 in total
Pass it on	\$2,100 in total
Sydney	\$3,100 in total
Taiwan	\$1,400 in total
Uganda	\$1,700 in total
Utrecht	\$6,100 in total
York	\$1,600 in total
Zhejiang	\$4,200 in total