

1. Expenses Reimbursements for Joining Overseas Events (excluding Multi-Sports Games)

Qualified members, who meet the requirement and are appointed by HKWSA, can participate in overseas competitions. The subvention proportion (%) is determined by HKWSA. The rules for expenses reimbursements listed below are only applicable to subvented events, and are limited only to expenses incurred by the competitors.

- For individual events, the air tickets (or road transport tickets) and booking of hotel can either through HKWSA centralized purchase or by the participating members themselves, which will be decided by HKWSA for each event,
- If centralized purchase is decided by HKWSA, participating members shall accept and follow all the relevant arrangements. Participating members who affect the overall arrangements and schedule of the team may risk disqualification from joining the events and compensate the loss made to HKWSA,
- If it is decided by HKWSA that the participating members shall purchase the air tickets (or road transport tickets) and book the hotel rooms on their own, members shall choose from the airlines, routings, and hotels appointed by the organizing committee or registered travel agencies with the lowest price. If the participating members choose to purchase tickets or book the accommodation with a higher monetary value, the participating members are required to pay the incremental difference in the prices,
- Participating members may incur expenses on transport, hotel rooms and meals according to the local living standard, and shall not incur unnecessary expenses. (except when unified arrangements are made by the organizing committee, they should utilize the services),
- The period of entitle meet for expense reimbursement includes the dates of the event, and 2 days before and 1 day after the event,
- Participating members shall keep all the original copies of receipts for reimbursement, including but not limited to air ticket receipt and itinerary, boarding pass, receipts for the accommodation, meal, supplement of drinks (except alcohol) and distant calls. Credit Card Slips/Deposit Card Slips will not be accepted on their own but must be supported by invoices,
- Participating members shall sign their signature on the receipt if the receipt is not an original receipt
- All the receipts entitled for reimbursement according to the above-mentioned rules shall be submitted to HKWSA office (Room 1025, Olympic House, 1 Stadium Path, Causeway Bay) with reimbursement form and protocol within 1 month from the closing day of the events. Late submission will not be processed,

- If there are different rules set by the subventing organization regarding reimbursement, such as LCSD, SF&OC or HKSI, their rules will be followed instead.