ICMS-F-034

***For Internal Use***

Form Number:

ICMS-CT-

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|  | | **application form for**  **Conference Trip** | | | |
| 1. **Project information** | | | |
| Name of Principal Investigator: [Name of PI] | | | |
| R.C./FDCT Project Reference Number: | | | |
| Project Title (in English): | | | |
| 1. **Trip information** | | | |
| Conference Title: | | | |
| Conference Location: | | | |
| Conference Period (DD/MM/YY): From Click here to enter a date. to Click here to enter a date. | | | |
| Trip Period[[1]](#footnote-1) (DD/MM/YY): From Click here to enter a date. to Click here to enter a date. | | | |
| Participant(s): | | | |
| Justification for the trip period exceeding the conference period and the granted travelling time *(if applicable):* | | | |
| Expected achievement of the trip: | | | |
| Planned itinerary/scheduled activities: *(activities should be relevant to the attending conference and the supporting research project)* | | | |
| 1. **PrOcurement** | | | |
| I hereby declare that I comply with the Macau Procurement Law DL No.122/84/M, and I have   * obtained proper oral/written quotations with proper record for the proof of consultation for the below proposed purchase items with amount ≤ MOP15,000; and * obtained and submitted at least 3 written quotations for the proposed purchase items with amount > MOP15,000. | | | |
| 1. **PrOcurement & Award** | | | |
| |  |  |  | | --- | --- | --- | | **Accommodation** | Awardee: | ***Procurement***  **I have obtained oral/written consultations from at least 3 suppliers.**  In accordance with the Macau Procurement Law specified in Statement A below.  **I have obtained oral/written consultation from one supplier only.**  In accordance with the Macau Procurement Law specified in Statement B below. | | Award Amount: *Please state the amount in original quoted currency. e.g. RMBX,XXX (MOP equivalent at the time of payment)* | | Justification: | | ***Award***  **The chosen supplier is Local.**  In accordance with the Macau Procurement Law specified in Statement C below.  **The chosen supplier is Non-local.**  In accordance with the Macau Procurement Law specified in Statement D below. | | **Flight Ticket** | Awardee: | ***Procurement***  **I have obtained oral/written consultations from at least 3 suppliers.**  In accordance with the Macau Procurement Law specified in Statement A below.  **I have obtained oral/written consultation from one supplier only.**  In accordance with the Macau Procurement Law specified in Statement B below. | | Award Amount: *Please state the amount in original quoted currency. e.g. RMBX,XXX (MOP equivalent at the time of payment)* | | Justification: | | ***Award***  **The chosen supplier is Local.**  In accordance with the Macau Procurement Law specified in Statement C below.  **The chosen supplier is Non-local.**  In accordance with the Macau Procurement Law specified in Statement D below. | | **Ferry Ticket** | Awardee:  *You may state all the suppliers that you may choose, e.g. Turbo Jet/ Cotai Jet* | ***Procurement***  **I have obtained oral/written consultations from at least 3 suppliers.**  In accordance with the Macau Procurement Law specified in Statement A below.  **I have obtained oral/written consultation from one supplier only.**  In accordance with the Macau Procurement Law specified in Statement B below. | | Award Amount: MOP | | Justification:  *If your schedule is not confirmed yet and you can’t decide which supplier to be chosen, you may state “Supplier will be chosen according to the actual schedule.”* | | ***Award***  **The chosen supplier is Local.**  In accordance with the Macau Procurement Law specified in Statement C below.  **The chosen supplier is Non-local.**  In accordance with the Macau Procurement Law specified in Statement D below. | | **Other Transportati0n to Destination** | Awardee: | ***Procurement***  **I have obtained oral/written consultations from at least 3 suppliers.**  In accordance with the Macau Procurement Law specified in Statement A below.  **I have obtained oral/written consultation from one supplier only.**  In accordance with the Macau Procurement Law specified in Statement B below. | | Award Amount: *Please state the amount in original quoted currency. e.g. RMBX,XXX (MOP equivalent at the time of payment)* | | Justification: | | ***Award***  **The chosen supplier is Local.**  In accordance with the Macau Procurement Law specified in Statement C below.  **The chosen supplier is Non-local.**  In accordance with the Macau Procurement Law specified in Statement D below. | | **Local Transportation at Destination** | Awardee: N/A | ***Procurement***  ⮽ **I have obtained oral/written consultation from one supplier only.**  In accordance with the Macau Procurement Law specified in Statement B below. | | Award Amount:  *Please estimate the amount in MOP* | | Justification: Local transportation is necessary and expected to occur, however, procurement or award before the trip is impracticable because of their nature. Considering the amount is not significant, the award amount is estimated. Receipts of these items will be presented to the competent authority for verification and endorsement after the trip. | | ***Award***  ⮽ **The chosen supplier is Non-local.**  In accordance with the Macau Procurement Law specified in Statement D below. | | **Registration** | Awardee:  *Please state the exact wording of the supplier that receives the conference registration fee. If it is unknown at the time of the application, please write as “Supplier who organized this XXX conference”* | ***Procurement***  ⮽ **I have obtained oral/written consultation from one supplier only.**  In accordance with the Macau Procurement Law specified in Statement B below. | | Award Amount: *Please state the amount in original quoted currency. e.g. RMBX,XXX (MOP equivalent at the time of payment)* | | ***Award***  ⮽ **The chosen supplier is Non-local.**  In accordance with the Macau Procurement Law specified in Statement D below. | | Justification: Sole Supplier | | | | |
| **Retroactive**  Effective Date 生效日期: [Effective Date]  Justification(s) for retroactive effect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In accordance with item 2(a) of article 118 and items 3 and 4 of article 126 of Administrative Procedure Code approved by DL No. 57/99/M dated 11/10/1999, it is hereby proposed to ratify the relevant expenses with retroactive effect from [Effective Date].  根據經10月11日第57/99/M號法令核准之《行政程序法典》第118條第2款(a)項、第126條第3款及第4款之規定，追認有關開支；追溯由[Effective Date]起生效。 | | | |
| ***Statement A:***  In accordance with Item 1, 2 and 3 of Article 8 of DL No.122/84/M dated 15/12/1984, subsequently amended by DL No. 30/89/M dated 15/5/1989, consultation was sought from at least 3 suppliers for the purchase.  根據經5月15日第30/89/M號法令修改之12月15日第122/84/M號法令第8條第1、2及3款之規定，已向至少3個供應商要求報價。  ***Statement B:***  In accordance with Item 2(a, b, e, f, g) of Article 7, Item 1 and 4 of Article 8 and Article 10 of DL No.122/84/M dated 15/12/1984, subsequently amended by DL No. 30/89/M dated 15/5/1989, a waiver of consultation with at least 3 suppliers is proposed and direct consultation with the supplier below are proceeded.  根據經5月15日第30/89/M號法令修改之12月15日第122/84/M號法令第7條第2款第(a,b,e,f,g)項，第8條第1、4款及第10條之規定，免除向3個供應商要求報價並向以下供應商進行直接磋商。  ***Statement C:***  In accordance with Article 5 of DL No. 122/84/M dated 15/12/1984, subsequently amended by DL No. 30/89/M dated 15/5/1989, it is proposed to award with the awardees stated in the table above for the conference trip.  根據經5月15日第30/89/M號法令修改之12月15日第122/84/M號法令第5條之規定：為上述的會議差旅的採購作判給，被判給人及判給金額如上。  ***Statement D:***  In accordance with Item 2 of Article 22 of DL No. 122/84/M dated 15/12/1984, subsequently amended by DL No. 30/89/M dated 15/5/1989, it is proposed to award with the awardees stated in the table above for the conference trip.  根據經5月15日第30/89/M號法令修改之12月15日第122/84/M號法令第22條第2款之規定：為上述的會議差旅的採購作判給，被判給人及判給金額如上。 | | | |
| 1. **Budget information (To be Filled by RelevaNt Units)** | | | |
| Reserve to pay from (unit own budget), Budgeting unit: RSKTO  「部門本身預算」中預留撥款支付。預算單位：RSKTO   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Budgetary Classification預算分類項 | Year  年度 | Organization  組織 | Cost Center  部門 | DSF Code  經濟分類 | | Amount  金額 (MOP) | | 20\_\_\_ | 70800100 |  | 32-02-09-01-00 | 公幹交通費  Transportation Expense for Official Trips |  | | 32-02-08-01-00 | 不動產  Immovable Assets |  | | 32-02-19-00-00 | 研究及顧問  Research and Consultancy |  | | 32-02-09-99-00 | 其他—交通負擔  Others - Transportation Expenses |  | |  |  |  |   Reserved on登錄於\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_，with cativo No.登錄號為\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_，reserved by登錄由\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。 | | | |
| 1. **Request for approval summary (To be Filled by RelevaNt Units)** | | | |
| It is proposed to seek approval from the authorized entity on the following:  謹請具權限實體批准以下建議:  **Local supplier is chosen**  In accordance with Article 5 of DL No. 122/84/M dated 15/12/1984, subsequently amended by DL No. 30/89/M dated 15/5/1989, it is proposed to award with the awardees stated in the table above for the conference trip.  (本地供應商) 根據經5月15日第30/89/M號法令修改之12月15日第122/84/M號法令第5條之規定: 為上述會議差旅的採購作判給，被判給人及判給金額如上。  **Non-local supplier is chosen**  In accordance with Item 2 of Article 22 of DL No. 122/84/M dated 15/12/1984, subsequently amended by DL No. 30/89/M dated 15/5/1989, it is proposed to award with the awardees stated in the table above for the conference trip.  (非本地供應商) 根據經5月15日第30/89/M號法令修改之12月15日第122/84/M號法令第22條第2款之規定為上述會議差旅的採購作判給，被判給人及判給金額如上。  **Retroactive**  In accordance with item 2(a) of article 118 and items 3 and 4 of article 126 of Administrative Procedure Code approved by DL No. 57/99/M dated 11/10/1999, it is hereby proposed to ratify the relevant expenses with retroactive effect from [Effective Date].  (追溯) 根據經10月11日第57/99/M號法令核准之《行政程序法典》第118條第2款(a)項、第126條第3款及第4款之規定，追認有關開支；追溯由[Effective Date]起生效。 | | | |
| 1. **Attachments** | | | |
| Relevant leave approval document  Quotations of the purposed purchase items with amount > MOP15,000  Call for conference paper  Acceptance for conference presentation  Registration information  Full text of presenting paper  Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| 1. **Signature** | | | |
| ***Prepared by: Principal Investigator (申請人)*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 簽署  Print Name: [Name of PI]  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | ***Checked by Relevant Unit*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 簽署  Print Name: Anita Chau  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| ***Approved by the competent entity 具權限實體批准:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 簽署  Print Name: Prof. Chen Xin, Interim Director of Institute of Chinese Medical Sciences  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

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| 1. **CONTACT PERSON** |
| Name: |
| Email: |
| Telephone: |

1. According to Chapter 1 of the UM Internal Rules of the Personnel Affairs, in the case that the academic event takes place outside Macao and long distance travelling is required, one day of travelling time can be granted for the outgoing and returning trips. For academic event taking place out of Asia, one more day for travelling may be granted for either the outgoing or the returning trip. These days of travelling will include weekends and public holidays. [↑](#footnote-ref-1)