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| --- | --- |
|  | Faculty of Business Administration**Application Form for Conference Trip** Supported by FBA Conference Grant |
| 1. **Trip information**
 |
| Name of applicant:  |
| [ ] Presenter of paper [ ]  Supervisor of the presenting student or fixed-term research staff [ ] Conference organizer  |
| Conference Name:  |
| Conference Category: [ ]  A ([flagship list](https://fba.um.edu.mo/wp-content/uploads/2025/01/FBAFlagshipConferenceList.pdf) ) / [ ]  B ([conference B list](https://fba.um.edu.mo/wp-content/uploads/2025/01/FBAConferenceList_categoryB.pdf)) |
| Conference Location:  |
| Participation: In-person/ Online |
| Presented paper:  |
| Conference Period (DD/MM/YYYY): From [Click here to enter a date] to [Click here to enter a date] |
| Trip Period (DD/MM/YYYY)\*: From [Click here to enter a date] to [Click here to enter a date] |
| *\*According to Chapter 1 of the UM Internal Rules of the Personnel Affairs,* In the case that the scholarly activities take place outside Macao Special Administrative Region and long distance travelling is required, the relevant research leave or conference leave can be granted one day of travelling time for the out-going trip and one day of travelling time for the returning trip. For scholarly activities taking place out of Asia, two days of travelling time for the out-going trip and two days of travelling time for the returning trip can be granted. These days of travelling include weekends and public holidays. In case the staff member utilizes the research leave and conference leave consecutively, the day(s) of travelling time for the out-going and returning trips will only be granted once. |
| 1. **Procurement & AWARD**
 |
| 1. **Accommodation**

*e.g. please list the name of the “booking website / hotel name” as the quotation vendor.* |
|  | Quotation 1 | Quotation 2 | Quotation 3 |
| Provider/Supplier: |  |  |  |
| Amount:*Please state the amount in original quoted currency* |  |  |  |
| **Awardee:** |  |
| **Award Amount (MOP)*** Exchange rate used (*\*FO exchange rate for the month (*[*link*](https://fo.um.edu.mo/table_of_foreign_currency_exchange_rate/)*) + buffer (e.g. 5-10%))*
* ***Limit per night (***[***link***](https://webdocs.um.edu.mo/sites/governance/All%20documents/Rules%20of%20the%20Personnel%20Affairs%20-%20Chapter%202%20Working%20Hours%20Compensation%20for%20Overtime%20Work%20Allowance%20and%20Subsidy.pdf)***)***
 |  |
| **Justification:** *(In principle, quotation with the lowest price should be chosen.)* |
| **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**[ ]  **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. |
| **2) Flight Tickets***e.g. please list the name of the “booking website/airlines” as the quotation vendor.* |
|  | Quotation 1 | Quotation 2 | Quotation 3 |
| Provider/Supplier: |  |  |  |
| Amount:*Please state the amount in original quoted currency* |  |  |  |
| **Awardee:** |  |
| **Award Amount (MOP)** Exchange rate used (*\*FO exchange rate for the month (*[*link*](https://fo.um.edu.mo/table_of_foreign_currency_exchange_rate/)*) + buffer (e.g. 5-10%))* |  |
| **Justification:** *(In principle, quotation with the lowest price should be chosen.)* |
| **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**[ ]  **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. |
| **3) Local Transportation at Destination** *e.g. conference location* |
| **Awardee:** | N/A |
| **Award Amount (MOP):*****Limit per day (***[***link***](https://webdocs.um.edu.mo/sites/governance/All%20documents/Rules%20of%20the%20Personnel%20Affairs%20-%20Chapter%202%20Working%20Hours%20Compensation%20for%20Overtime%20Work%20Allowance%20and%20Subsidy.pdf)***)*** |  |
| **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. |
| **4) Registration Fee***Note: Membership is not supported unless it is included as part of a lump sum* |
| **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”* |  |
| **Amount (MOP):**Exchange rate used (*\*FO exchange rate for the month (*[*link*](https://fo.um.edu.mo/table_of_foreign_currency_exchange_rate/)*) + buffer (e.g. 5-10%))* |  |
| Justification: Sole Supplier/ Conference Organizer |
| **Procurement** [x]  **I have obtained oral/written consultation from one supplier only.**In accordance with the Macau Procurement Law specified in Statement B below. | **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. |
| **5) Other Transportation to Destination** **(e.g. Macau terminal ⬄ HK terminal)** [*\*Options available*](https://fba.um.edu.mo/wp-content/uploads/2024/01/Other-Transportation-to-Destination-providers.docx) |
| **Awardee:**  | Shun Tak-China Travel Ship Management Limited, Cotai Ferry Company Limited, Hong Kong-Zhuhai-Macao Bridge Shuttle Bus (Macao) Company Limited, Hong Kong-Zhuhai-Macao Bridge Shuttle Bus (Hong Kong) Company Limited, Urban Taxi, New Territories Taxi, Lantau Taxi, Hong Kong & Macao International Airport Transportation Service Co. Limited |
| **Award Amount (MOP)**  |  |
| **Justification:** The ferry route and bus route between Macau and Hong Kong are operated by the limited number of authorized operators, which are Shun Tak-China Travel Ship Management Limited (TurboJET), Cotai Ferry Company Limited (Cotai Water Jet), Hong Kong-Zhuhai-Macao Bridge Shuttle Bus (Macao) Company Limited, Hong Kong-Zhuhai-Macao Bridge Shuttle Bus (Hong Kong) Company Limited, Urban Taxi, New Territories Taxi, Lantau Taxi, Hong Kong & Macao International Airport Transportation Service Co. Limited. In order not to limit the flexibility and be more convenient, PI would like to award the transportation (Hong Kong <> Macau) to the above mentioned service providers with direct consultation. |
| **Procurement** [x]  **I have obtained oral/written consultation from one supplier only.**In accordance with the Macau Procurement Law specified in Statement B below. | **Award**[x]  **The chosen supplier is Local.**In accordance with the Macau Procurement Law specified in Statement C below.[x]  **The chosen supplier is Non-local.**In accordance with the Macau Procurement Law specified in Statement D below. |
| **6) Other Transportation to Destination** **(e.g. Macau terminal ⬄ Zhuhai terminal or others)** |
|  | Quotation 1 | Quotation 2 | Quotation 3 |
| Provider/Supplier: |  |  |  |
| Amount:*Please state the amount in original quoted currency* |  |  |  |
| **Awardee:** |  |
| **Award Amount (MOP)** Exchange rate used (*\*FO exchange rate for the month (*[*link*](https://fo.um.edu.mo/table_of_foreign_currency_exchange_rate/)*) +buffer (e.g. 5-10%))* |  |
| **Justification:** *(In principle, quotation with the lowest price should be chosen.)* |
| **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**[ ]  **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. |
| **7) Local Transportation at Macau** |
| **Awardee:** | Macau Taxi (澳門的士) / Macau Radio Taxi Services Limited (澳門電召的士服務股份有限公司) |
| **Award Amount (MOP)**  |  |
| **Justification:** There are 2 types of taxis available in Macau, and all the taxis operated with Macao S.A.R. follow the same fares as stipulated in the Dispatch of the Chief Executive No. 23/2024 dated 07/02/2024. In order not to limit the flexibility of ground transportation and be more convenient, we would like to award the ground transportation in Macau to Macau Taxi or Macau Radio Taxi Services Limited with direct consultation. |
| **Procurement** [x]  **I have obtained oral/written consultation from one supplier only.**In accordance with the Macau Procurement Law specified in Statement B below.  | **Award**[x]  **The chosen supplier is Local.**In accordance with the Macau Procurement Law specified in Statement C below. |
| **8) VISA Fee** |
| Awardee: *Please state the exact name of the VISA authority* |  |
| Amount (MOP):Exchange rate used (*\*FO exchange rate for the month (*[*link*](https://fo.um.edu.mo/table_of_foreign_currency_exchange_rate/)*) + buffer (e.g. 5-10%))* |  |
| Justification: Sole Supplier |
| **Procurement** [x]  **I have obtained oral/written consultation from one supplier only.**In accordance with the Macau Procurement Law specified in Statement B below. | **Award**[x]  **The chosen supplier is Non-local.**In accordance with the Macau Procurement Law specified in Statement D below. |
| ***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 the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, consultation has been conducted with at least 3 entities. 根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第八條第一款、第二款及第三款之規定，已向至少3個供應商進行諮詢。***Statement B:***In accordance with Item 2「b」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 the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, written consultation is exempted and direct consultation is proceeded.根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第七條第二款第「b」項，第八條第一款、第四款及第十條之規定，豁免書面諮詢，以直接磋商形式進行詢價。***Statement C:***In accordance with Article 5 of DL No. 122/84/M dated 15/12/1984, subsequently amended by the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, it is proposed to award to awardee with award amount stated in the table above for the conference trip.根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第五條之規定：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 17 of DL No. 122/84/M dated 15/12/1984, subsequently amended by the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, it is proposed to award to awardee with award amount stated in the table above for the conference trip.根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第十七條第二款之規定：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. **Seek for retroactive approval (if applicable)**
 |
|  [ ]  **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。 |
| 1. **Budget information (To be filled by FBA)**
 |
| 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 | Economic Classification經濟分類 | Amount (MOP)金額 (澳門元) |
|  | 70800100 | 05-310-001 | 32-02-09-01-00 | Non-local Transportation Expenses |  |
| 32-02-08-01-00 | Immovable Assets |  |
| 32-02-14-00-00 | Conferences |  |
| 32-02-99-00-00 | Others - Acquisition of Services |  |
| **TOTAL** |  |
| Reserved on 登錄於\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_，with cativo No.登錄號為\_\_\_\_\_\_\_，reserved by登錄由\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 。 |
| 1. **The award is proposed *(Awardees and award amount)***
 |
| Goods/Services | Awardee | Reason | Award Amount (MOP) |
| 1. Accommodation
 |  | As above |   |
| 1. Flight Tickets
 |  | As above |  |
| 1. Local Transportation at Destination
 | N/A | As above |  |
| 1. Registration Fee
 |  | As above |  |
| 1. Other Transportation to Destination (Macau ⬄ Hong Kong)
 | Shun Tak-China Travel Ship Management Limited, Cotai Ferry Company Limited, Hong Kong-Zhuhai-Macao Bridge Shuttle Bus (Macao) Company Limited, Hong Kong-Zhuhai-Macao Bridge Shuttle Bus (Hong Kong) Company Limited, Urban Taxi, New Territories Taxi, Lantau Taxi, Hong Kong & Macao International Airport Transportation Service Co. Limited | As above |  |
| 1. Other Transportation to Destination (Macau terminal ⬄ Zhuhai or others)
 |  | As above |  |
| 1. Local Transportation at Macau
 | Macau Taxi (澳門的士) / Macau Radio Taxi Services Limited (澳門電召的士服務股份有限公司) | As above |  |
| 1. VISA Fee
 |  | As above |  |
| **TOTAL** |  |
| 1. **Request for Approval Summary**
 |
| 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：[x]  **Oral/written consultations from at least 3 suppliers have obtained**In accordance with Item 1, 2 and 3 of Article 8 of DL No.122/84/M dated 15/12/1984, subsequently amended by the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, consultations have been conducted with at least 3 entities from the above items (1, 2, 3, 4, 5, 6, 7, 8). 根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第八條第一款、第二款及第三款之規定，上述項目(1, 2, 3, 4, 5, 6, 7, 8)已向至少3個供應商進行諮詢。[x]  **Oral/written consultations from one supplier has obtained**In accordance with Item 2「b」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 the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, written consultation from the above items (1, 2, 3, 4, 5, 6, 7, 8) are exempted and direct consultation is proceeded.根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第七條第二款第「b」項，第八條第一款、第四款及第十條之規定，上述項目(1, 2, 3, 4, 5, 6, 7, 8) 豁免書面諮詢，以直接磋商形式進行詢價。[x]  **Local supplier is chosen**In accordance with Article 5 of DL No. 122/84/M dated 15/12/1984, subsequently amended by the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, it is proposed to award expense(s) to awardee(s) with award amount stated in the table above for the conference trip. (本地供應商) 根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第五條之規定：為上述會議差旅的採購作判給，被判給人及判給金額如上。[x]  **Non-local supplier is chosen**In accordance with Item 2 of Article 17 of DL No. 122/84/M dated 15/12/1984, subsequently amended by the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, it is proposed to award expense(s) to awardee(s) with award amount stated in the table above for the conference trip. (非本地供應商) 根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第十七條第二款之規定：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。 |
| **Attachments** |
| [ ]  Call for Conference Paper (Paper Announcement)[ ]  Acceptance Letter for Paper Presentation (From Conference Organizer)[ ]  Abstract or Full Text of the Accepted Paper (Includes all the authors and their affiliations)[ ]  Registration Information (Showing the Amount of Registration Fee)[ ]  3 quotations for flight tickets[ ]  3 quotations for accommodation (hotel/hostel)[ ]  Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

FBA/Form/069b (version 3)

Last Updated: 01/2025