

Invitation of Application for **Travel Award & Travel Sponsorship**

Preamble:

Hospital Pharmacy Practice is a young but rapidly progressive profession in Hong Kong, with continuous improvement of services literally every day. Instrumental to such improvement is the learning and sharing of experience from pharmaceutically advanced countries. The SHPHK encourages its members to bring back knowledge of hospital pharmaceutical developments from abroad through financial incentive in the form of **Travel Award** and **Travel Sponsorship**.

1. Travel Award

1.1 Objectives:

- 1.1.1 To show recognition towards a member with outstanding contribution to the SHPHK during the past year.
- 1.1.2 To facilitate the SHPHK in its quest to improve local hospital pharmacy service through dissemination, by the awardee, of relevant knowledge and skills acquired from overseas countries.

1.2 Application

- 1.2.1 Application for the Travel Award is being invited. Interested members of the SHPHK, regardless of whether Voting, Non-voting or Student status, may apply by submitting the [Application Form for Travel Award](#). The application should describe in as much detail as possible his/her contribution to the SHPHK during the past year.
- 1.2.2 The application and approval, if granted, should be made before the date of departure.
- 1.2.3 The applicant should sign an undertaking to submit a full written report and/or an open, verbal presentation, whichever is decided by the General Committee (GC), after the traveling took place.

1.3 Approval

- 1.3.1 The GC of the SHPHK has the final decision on granting the award.
- 1.3.2 The awardee should utilize the sum of money for the relevant traveling activities within one year from the date the award is granted.

2. Travel Sponsorship

2.1 Objectives:

- 2.1.1 To encourage SHPHK members in taking up continuing education in contemporary hospital pharmacy practice through attending relevant courses or conferences in overseas countries.
- 2.1.2 To facilitate the SHPHK in its quest to improve local hospital pharmacy service through dissemination, by the awardee, of relevant knowledge and skills acquired from overseas countries.

2.2 Application

- 2.2.1 Application for the Travel Award is being invited. Interested members of the SHPHK, regardless of whether Voting, Non-voting or Student status, may apply by submitting the [Application Form for Travel Sponsorship](#). In order to improve the likelihood of granting the sponsorship, the applicant should describe how the overseas course/conference/visit may benefit the applicant as well as the hospital pharmacy service in Hong Kong.
- 2.2.2 The application and approval, if granted, should be made before the date of departure.
- 2.2.3 The applicant should sign an undertaking to submit a full written report and/or an open, verbal presentation, whichever is decided by the General Committee (GC), after the traveling took place.

2.3 Approval

- 2.3.1 The GC of the SHPHK has the final decision on granting the award.
- 2.3.2 The amount awarded to individual successful applicant is decided by the GC, and in any case should not be more than the course fee and/or travel expenses.
- 2.3.3 In no case should an application be made if that part of the claim is already sponsored through other means.

SHPHK **Travel Award** Application Form

Name of Applicant:	SHPHK Membership No.:
Mailing Address:	Contact Phone No.:
Detail description of contribution towards SHPHK during the past year:	
Nature of the intended travel:	
Course/Registration Fee:	
Travel Expense (please specify):	
Total amount applied for:	
Undertaking: <i>I undertake to provide a full written report or verbal presentation of the travel, whichever is requested by the GC of the SHPHK.</i>	
_____ Signature of Applicant	_____ Date
Official Use Only	
Approved / Not Approved	
Remark:	
_____ Signature of President, SHPHK	_____ Date

SHPHK Travel Sponsorship Application Form

Name of Applicant:	SHPHK Membership No.:
Mailing Address:	Contact Phone No.:
<p>Title of Course/Conference:</p> <p>Organizing Institution:</p> <p>Address of Course/Conference:</p> <p>Brief Description of Nature of Course/Conference:</p> <p>Describe how the sponsorship can benefit the SHPHK and local hospital pharmacy practice:</p>	
<p>Course/Registration Fee:</p> <p>Travel Expense (please specify):</p> <p>Total amount applied for:</p>	
<p>Undertaking: <i>I declare I have not and would not take up sponsorship through other means if the Travel Sponsorship is granted to me. I undertake to provide a full written report or verbal presentation of the travel, whichever is requested by the GC of the SHPHK.</i></p>	
<p>_____</p> <p>Signature of Applicant</p>	<p>_____</p> <p>Date</p>
Official Use Only	
<p>Approved / Not Approved</p> <p>Remark:</p>	
<p>_____</p> <p>Signature of President, SHPHK</p>	<p>_____</p> <p>Date</p>