***For Internal Use***

Form Number:

ICMS-CT-2025-

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|  | **application form for**  **Conference Trip**  ***(Amount ≦ MOP50,000)*** | |
| 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:  *Friendly reminder:*   1. *Please mention speech/ presentation will be given in the conference)* 2. *Please indicate every day’s activities; )* 3. *Activities should be relevant to the attending conference and the supporting research project* 4. *Depart from and back to Macau, if the trip is not depart from or back to Macau, please provide a strong justification for seeking special approval)* 5. *Please send the conference trip excel application file to administrative staff along with submission of your application hard copy in order to complete the application process)* 6. *Please fill in retroactive date and retroactive justification in pg. 3 & 4 if you submit trip application less than 7 working days before the trip start date.* | |
| 1. **PrOcurement** | |
| I hereby declare that I comply with the Macau Procurement Law 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”, and I have   * obtained proper oral/written quotations with proper record for the proof of consultation for the below proposed purchase items with amount ≦MOP50,000; and * obtained and submitted at least 3 written quotations for the proposed purchase items with amount > MOP50,000. | |
| 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:  No. of nights:  No. of hotel rooms: | | ***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 the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, verbal/written consultation was sought from at least 3 suppliers for the purchase.  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個供應商要求口頭或書面報價。  ***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 the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, written consultation is exempted and propose to directly award to the suppliers stated in the table above.  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[a)/ b)/ e)/ f)/ g)]項，第八條第一款及第四款以及第十條之規定，豁免書面諮詢並向以上供應商進行直接判給。  ***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 with the awardees 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 with the awardees 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. **Budget information** | |
| 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) | | 2025 | 70800100 |  | 32-02-09-01-00 | 外地交通費  Non-Local Transportation Expenses |  | | 32-02-08-01-00 | 不動產  Immovable Assets |  | | 32-02-14-00-00 | 會議  Conferences |  | |  |  |  |   Reserved on登錄於\_\_\_\_\_/\_\_\_\_\_/ 2025 ，with cativo No.登錄號為\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_，reserved by登錄由RSKTO。  Item no.: (applicable only for FDCT projects / External projects): \_\_\_\_\_\_\_\_\_\_\_\_. | |
| 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:  **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 the purchase with the awardees 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。  **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 the purchase with the awardees 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。 | |
| 1. **Attachments** | |
| Relevant leave approval document  Quotations of the purposed purchase items with amount > MOP50,000  Call for conference paper  Acceptance for conference presentation  Registration information  Full text of presenting paper  Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| 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: Mariana CHIO  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| ***Approved by the competent entity 具權限實體批准:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 簽署  Print Name: Prof. Xin CHEN, Director of The State Key Laboratory of Mechanism and Quality of Chinese Medicine (University of Macau)  (MQCM)  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)