**User Guide for Student Claims**

Things to provide (all in **1 PDF**):

* PI’s approval \*please also indicate WBS no. for expenses that are not part of your PhD allowance
* Conference Programme itinerary OR academic visit invitation letter
* All receipts with **purpose of the expenses** clearly stated *eg. transportation from airport to hotel, conference name, etc.*
* Alternative to receipts (must provide **both** items):

1. Invoice/order confirmation to show details of purchase
2. Proof of payment (eg. Bank/ Credit card statement addressed to your name)

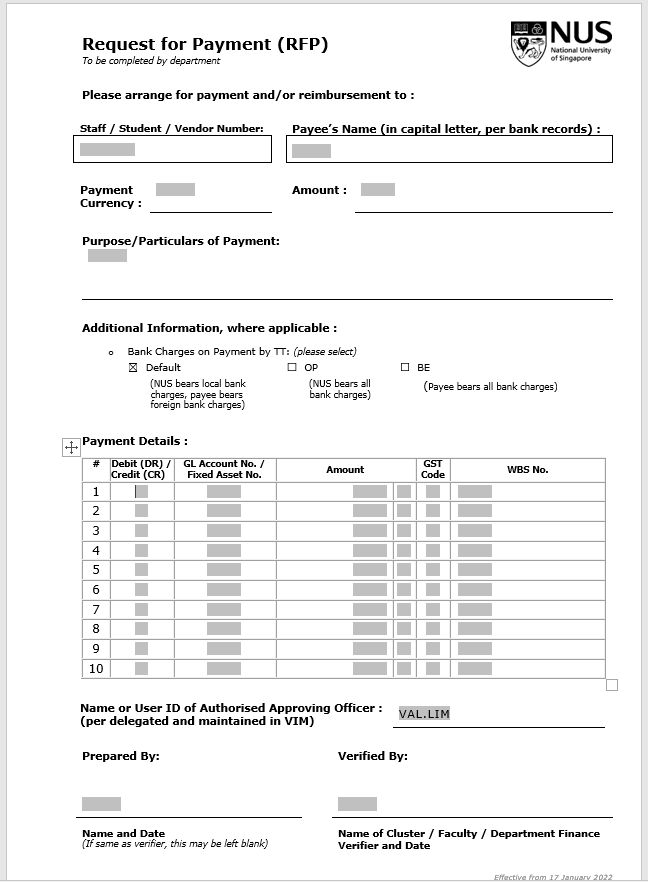
*\*Note: Kindly block out personal transactions for PDPA purposes. Only the following details need to be included in the statement:*

*1. Your name*

*2. Last 4 digits of the bank account/credit card number*

*3. Line item showing your purchase*

* For airfares booked on your own, attach FCM Travel quotation as comparison
* For per diem calculation, use attached excel calculator (Footnote e)
* For foreign currency transactions, use [OANDA](https://www.oanda.com/currency-converter/en/?from=GBP&to=SGD&amount=1) to convert to SGD and attach conversion page
* For online purchases of items, indicate in your email that you have **received** the items



1. GL Account (Annex A)
2. Sub-total of amount by expenses/GL

Student to input:

1. Student ID
2. Payee’s Name (Student Name)
3. Amount (Total Amount)
4. Purpose/Particulars of payment
5. Name and Date

|  |  |
| --- | --- |
| **Field** | **Value** |
| *Student Number* | Student ID (AXXXXXXX) |
| *Payee's Name (in capital letter, per bank records)* | Student name as per student ID |
| *Payment Currency* | SGD |
| *Amount* | Total amount |
| *Purpose/ Particulars of Payment* | Description of this claim; Conference name and Date, etc |
| *Payment Details* | Only need to fill in two columns |
| 1. *GL Account No./ Fixed Asset No.* | Select from the list of GLs (Annex A) |
| 1. *Amount* | Sum of each expenses type (To indicate the Currency) |
| *Prepared By* | Student name and Date |

* To email CQT Finance BPs at **cqt\_finance@nus.edu.sg**, the soft copy of the RFP form and supporting documents.

Footnote:

1. Student can email CQT Finance BPs at cqt\_finance@nus.edu.sg, to check on their balance

Leave request to be submitted to CQTPhD prior to travel; leave must be approved before travel.

1. For Student Club expenses, to provide the list of people attending the events, CQTPhD to check and confirm that all attendees are club members.
2. For Part-time PhD students, please submit your claims via RFP, and not via concur. Do indicate that you are a part-time student when you submit for any reimbursements in the form.
3. RFP form template:



1. Per Diem Calculator:



**Annex A**

|  |  |  |
| --- | --- | --- |
| **GL #** | **GL Long Text** | **Remarks** |
| **7650101** | Student Training | Conference fee/ registration fee1 - \*Local/Online conferences |
| **7650102** | Student Training (Overseas) | Conference fee/ registration fee1 - \*Overseas conferences |
| **7650103** | Accommodation/Subsistence (Student) | Approved trip's hotel expenses (Hotel < 4 stars hotel) / Per diem (Cap at $2K per trip)/ Covid-19 SHN & swab tests 1 |
| **7650104** | Airfare & Transport (Student) | Approved trip's airfare/ VISA/ Ground transport1 |
| **7650125** | Student Scholarship-Other Allowances | Book allowance1 /  One-time computer allowance1 |
| **7700701** | Miscellaneous Expense | Covid-19 SHN & swab tests (ONLY for new incoming PhD students) |
| **7650126** | Student Scholarship-Overseas Travel (Airf/Tpt) | One-time airfare allowance (Cap at $1.5K) |
| **7600105** | Local Travel | Local transportation claims (Attach PI's approval) |
| **7100103** | Consumables | Lab purchases (Attach PI's approval) |
| **7500103** | Advertising & Publicity | Poster Printing (Attach PI's approval) |
| **7500101** | Hospitality |  |

1: A research allowance of $12,000 for academic travel, a one-off expense towards a computer and purchase of books and software during the period of candidature, subject to prior approval of all expenses.