REIMBURSEMENT OF TRAVEL CLAIMS FOR GRADUATE RESEARCH STUDENTS

To: Graduate Studies Division, Dean’s Office
Attn: Ms Asma Bevi Binte Abdul Majid

Please arrange for payment/reimbursement as follows:
Name of Student: ___________________________ Department: ________________
Student Registration No.: __________________

(Please Tick) I authorize the University to credit the student assistant payment to the credit bank account maintained in the Integrated Student Information System (ISIS).

* Please ensure that you maintain an updated credit bank account in ISIS.

Conference Title: ____________________________________ Conference Date:__________
Venue: __________________________________ Date of Approval Letter: ______________

Purpose of Payment: **GSCC approved conferences** (Please fill in this form and return it to the Dean’s Office together with a) approval letter from the Graduate Studies Division; b) air ticket counterfoils; c) receipts for airfare & registration fee, etc)

Details of Expenses:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount (S$)</th>
<th>Reimbursement amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare plus taxes</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>Per Diem</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$__________</td>
<td>$__________</td>
</tr>
</tbody>
</table>

Name and Signature of Supervisor ___________________________ Verified by: ___________________________
*Supported/Not Supported

The items above are account coded as follows:

<table>
<thead>
<tr>
<th>CO</th>
<th>PK</th>
<th>Vendor/GL Account</th>
<th>Amount</th>
<th>GST Code</th>
<th>WBS Element/ Biz Area</th>
<th>Sub Cost Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NATIONAL UNIVERSITY OF SINGAPORE

Request for Payment (RFP)

To: Shared Financial Service Centre

Date of Request: ______________

Please arrange for payment/reimbursement to:

NUS Staff No. [ ] [ ] [ ] [ ] [ ] NUS Student ID [ ] [ ] [ ] [ ] [ ]

Payee’s Name (as in vendor master record):

[ ] [ ] [ ] [ ] [ ] [ ] [ ]

Currency: S$ / US$ / Euro / Others ________ Amount:

Purpose/Particulars of Payment: for reimbursement of conference attended:

___________________________________________________________________________________________________

___________________________________________________________________________________________________

___________________________________________________________________________________________________

I certify that these expenses were incurred for official purposes. Electronic receipts enclosed (if there are any) have not been submitted previously for claiming.

___________________________________________________________________________________________________

Signature of Payee¹ / Date

For Department’s Use:

<table>
<thead>
<tr>
<th>PK</th>
<th>Vendor / GL</th>
<th>Amount</th>
<th>GST Code</th>
<th>WBS No. / BA</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Verified By: ___________________________ Approved by: ___________________________

Name & Signature / Date Authorised Signatory / Date

(Approver signature is not required for payments processed via VIM)

¹ This is required for reimbursement claims. Where the department is using this form for payment in accordance with the engagement letter issued/approval conveyed to the individual (e.g. for per diem allowance), this can be left blank. The copy of such letter/approval should be attached to this form.
Notes on Conference Travel Grant
(For Research Students)

1. Students must present papers or posters if they are applying for conference funding. Students should be the first author of the papers presented.

2. Full-time research students and Teaching Assistants who are registered part-time research students may apply for financial assistance to present papers at academic conferences during their candidature, subject to the following limits:
   - PhD students – up to $4,000.00.
   - Masters students – up to $2,000.00.

3. Financial assistance requested for international conferences should be calculated based on these guidelines:
   - Airfare via the most direct and economical route,
   - Registration fee based on the lowest ‘early’ rate for members, and
   - 1/2 per-diem (50% of daily subsistence allowance payable for the country concerned) for the duration of the conference plus 1/2 per-diem for one additional day.

4. Financial assistance requested for regional conferences should be calculated based on these guidelines:
   - Airfare via the most direct and economical route,
   - Registration fee based on the lowest ‘early’ rate for members, and
   - 1/2 per-diem (50% of daily subsistence allowance payable for the country concerned) for the duration of the conference.

5. Financial assistance requested for local conferences should be calculated based on the lowest ‘early’ rate for members for the registration fee.

6. For overseas conferences, students should obtain at least one written airfare quotation from the University-appointed travel agent, PriceBreaker Travel, via e-mail (enquiry@pricebreaker.travel) that reflects the period of travel corresponding to the conference dates. The quotation must be submitted with the application.

7. You can check with your Department’s secretary or with the Graduate Studies Division for the subsistence allowance rates.