**Nanyang Research Programme**

**Last updated on 4 April 2022**

**Nanyang Research Programme (Junior Researcher)**

**Pay from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***(For Office of Admissions use)***

**Reimbursement Claim Form**

|  |
| --- |
| **REIMBURSEMENT GUIDELINES**   1. Original invoices must be submitted as Proof of Payment. 2. Small receipts (non-A4 size) should be pasted on a sheet of A4 paper before submission. 3. In cases where your NTU School/lab may have already paid for the required lab consumables, do provide us with the respective cost centre and GL code to allow us to reimburse the monies directly into your cost centre. 4. Submission of this claim form does not guarantee approval of claims. 5. No correction fluid or tape should be used. Mistakes should be crossed out. Sign against all corrections made. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **TO BE FILLED BY NRP SUPERVISOR** | | |
| **S/N** | **Description** | **Taxable Amount** | | |
| **Before tax** | **GST** | **Total Claim** |
| **$** | **$** | **$** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
|  | **Total Amount** |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **PARTICULARS OF NRP/NRP*jr* SUPERVISOR** | | | | | | | | | | |
| Name of NRP/NRP***jr*** Supervisor: | | | Partial NRIC / FIN**\***: | | | | | Project Code: | | |
| Signature: | | | Date: | | | | | | | |
| 1. **PAYMENT DETAILS** | | | | | | | | | | |
| Pay To: | | Reimbursement to NRP/NRP***jr*** Supervisor (as per Section A) | | | | | | | | |
|  | | Reimbursement to NTU School Cost Centre **#** | | | Vote no: | | | | |  |
|  | |  | | | | | | | | |
| 1. **VERIFICATION BY ASSOCIATE CHAIR / NIE ACADEMIC GROUP HEAD (Click** [**here**](https://www.ntu.edu.sg/education/talent-outreach/NRP/resources-supervisors) **for the list of signatories)** | | | | | | | | | | |
| Name of Associate Chair / NIE Academic Group Head: | | | Signature: | | | | | Date: | | |
| 1. **APPROVAL BY DIRECTOR OF ADMISSIONS** | | | | | | 1. **CHECKED BY** | | | | |
| Signature: | | | | | |  |  | |  | |
|  |  | | |  | |  |  | |  | |
|  |  | | |  | |  |  | |  | |
| *Director of Admissions* | | | *Name & Signature*  *Head, Talent Outreach* | |

|  |  |
| --- | --- |
| *Balance:* | S$ |
| *As of (Date):* |  |

**\* last 3 numerical digits and checksum of your NRIC/FIN (e.g. 567A from the full NRIC of S1234567A)**

**# Check with your respective Schools for guidelines/criteria that may apply to the usage of funding parked within the different Cost Centres**