# Guidelines, Claim Procedures & Forms


**Last updated: 19 January 2023**

# *see*NTU Guidelines For Claims

## Introduction

1) Each *see*NTU module may claim a **maximum of S$2000 *(including GST)*** for the cost of lab or other consumables and for the payment of the Student Assistants hired during the programme.

2) All item(s) purchased remain the property of NTU and must be returned to the University upon completion of the programme.

3) Resources that are already available for research use in the university should not be purchased as consumables for the module. Please refer to page 3 for a list of ***Claimable and Non-Claimable Items***.

4) For the purchase of consumables below S$100 (<S$100), approval need **not** be sought. However, for the purchase of consumables amounting to and exceeding S$100, approval must be sought from the Director of Admissions by completing the ***Purchase Approval Form***. Purchases made without prior approval will **not** be reimbursed.

## Submission of Claims

1) All claims are to be submitted using the ***Reimbursement Claim Form*** with all necessary signatures and supporting documents. All original invoices / receipts must be submitted.

2) Module lecturers may opt to pay for the items first and seek reimbursement thereafter or arrange for payment through your School's cost centre and seek reimbursement after.

| B. PAYMENT DETAILS | | |
|---|---|---|
| Type of Payment: | ☐ Reimbursement to Module Lecturer (as per Section A) | |
| | ☐ Reimbursement to NTU School Cost Centre# | Vote no: |

3) All reimbursement claims must be supported by an official receipt bearing the company's name.

4) All purchases must be clearly itemised with the quantity and price indicated. Any submissions for reimbursements for payment which has been made via cheque or credit card will have to be supported by the relevant bank statement or credit card bill/payment slip along with the official invoice.

5) For payment using your School's Cost Centre, check with your respective Schools for guidelines/criteria that may apply to the usage of funding parked within the different Cost Centres. If the payment is within the guidelines as articulated by your School, you can pay for the approved items from your School's Cost Centre first and have us reimburse the Cost Centre later. We will require you to provide us with Cost Centre and GL Code. #

6) The final approving officer for all claims made against the *see*NTU module grant is the Director of Admissions.

7) Approved reimbursement payments will be processed and disbursed by NSS-Finance to the same account for salary payment of the indicated staff.

8) All endorsed forms and supporting documents are to be emailed to TalentOutreach@ntu.edu.sg.

# Claimable and Non-Claimable Items

## Claimable Items

| Type of Expense | Description | Maximum Limit / Form(s) |
|---|---|---|
| **Experimental materials** | Chemicals, specimens, lab utensils, experimental components, experimental instruments, design utensils and materials. | Up to a maximum of S$2000 of module grant for the purchase of lab consumables and the payment of Student Assistants.<br>→ ***Reimbursement Claim Form***<br>→ ***Student Assistant Payment Form*** |
| **Student Assistant Claim** | Payment for the hiring of Student Assistants for the running of the programme. | |

## Non-Claimable Items

| Type of Expense | Description |
|---|---|
| **IT / Office Equipment** | All IT-, communications- and office-related equipment and paraphernalia, e.g. desktops, laptops, fax machines, scanners, printers, LCD screens, PDAs, mobile phones, external hard disks, USB thumb drives, USB hubs, computer/AV cables, batteries, tablet PCs, TV boxes, gaming devices, gaming paraphernalia, cameras, software, software licenses etc.. |
| **Refreshments & entertainment** | Food & beverage. |
| **Gifts / Tokens** | Gifts, prizes, incentives, tokens of appreciation, cash and food items. |
| **Stationery** | All stationery items. |
| **Printer consumables** | Ink & toner cartridges. |
| **Subscription fees** | For journals, magazines and memberships. |
| **Transportation costs** | Reimbursement for transportation & parking expenses. |
| **Postage & courier services** | Postage and courier charges. |
| **Rental expenses & service fees** | Rental charges (on computers, equipment, facilities) and service fees incurred. |
| **Telecom expenses** | All charges related to wireless, voice, and data communications. |
| **Patent-related expenses** | Patent application filing, maintenance and other related costs. |
| **Publication-related expenses** | Publication page charges for journal papers or additional pages in conference papers. |
| **Miscellaneous expenses** | Fines, penalties, conference registration fees, training, marketing, advertising, promoting, web development, consultancy, audit, legal, insurance premiums, repairs / maintenance of research equipment, repairs of IT / communication equipment, outsourcing / subcontracting of research work. |

## SUMMARY OF FORMS

| FORM | PURPOSE | SUPPORTING DOCUMENT(S) REQUIRED | ENDORSEMENT BY | REMARKS |
|---|---|---|---|---|
| ***Purchase Approval Form*** | ▪ To seek approval prior to any fixed asset / equipment / purchase made of single items amounting to or more than (≥)S$100 *(GST inclusive)* | ✓ 3 quotations must be sought for the purchase of all equipment, components, utensils and assets. Quotations are required for the purchase of single items amounting to or more than (≥)S$100 *(GST inclusive)*<br>✓ Under Section B – Reason for Purchase, kindly provide your justification for the purchase of the item:<br>a) How is the item(s) essential / related to the module?<br>b) What will the *see*NTU students be using the item(s) for? | Submit *Purchase Approval Form* to:<br>✓ School Chair / his designated signatory | ✓ Send the endorsed *Purchase Approval Form* and supporting documents to TalentOutreach@ntu.edu.sg<br>✓ Wait for notification from us that the Director of Admissions has approved your request before you proceed with any purchase |
| ***Reimbursement Claim Form*** | ▪ To seek reimbursement for the payment of lab consumables used for each *see*NTU module | ✓ Original receipts / invoices bearing the name of the module lecturer<br>✓ Credit Card Statements (if any) | Submit *Reimbursement Claim Form* to:<br>✓ School Chair / his designated signatory | ✓ Send the endorsed *Reimbursement Claim Form* and supporting documents to TalentOutreach@ntu.edu.sg<br>✓ The *Reimbursement Claim Form* will be forwarded to NSS-FIN for processing and payment once the Director of Admissions has given his approval |
| ***Student Assistant Payment Form*** | ▪ To seek reimbursement for the payment of Student Assistant(s) hired to help in the running of the *see*NTU modules | ✓ Update GIRO bank details (if necessary) via StudentLink / GSLink | Submit *Student Assistant Payment Form* to:<br>✓ School Chair / his designated signatory | ✓ Send the endorsed *Student Assistant Payment Form* to TalentOutreach@ntu.edu.sg<br>✓ The *Student Assistant Payment Form* will be forwarded to NSS-FIN for processing and payment once the Director of Admissions has given his approval |