

**List of FYP Consumables - Claimable and Non-Claimable**  
**(updated April 2021)**

**It should be noted that all items purchased using FYP funds should be directly related to the work of a student's final-year project.**

| Claimable Items  |
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| Laboratory consumables including experiment materials, chemicals, specimen, experimental components (electronic, electrical, mechanical, and others), experimental instruments (electrical, electronic, mechanical, and others) and fabrication expenses |

| <b><u>NOT</u> Claimable Items</b>  |   |
|--|---|
| Type of Expenses   | Description   |
| IT/ Office equipment   | General purpose IT and communication equipment like computers, fax, scanner, printer, PDA, Tablet PC, mobile phone, workstations and office productivity software, data storage devices (Hard disk, Flash Drives, Memory Cards) |
| Refreshment and entertainment expenditure  | Food and Beverage   |
| Prizes, incentives, presents, token of appreciation  | Cash/ cash vouchers   |
| Stationery   | Stationery / cartridge  |
| Subscription expenses  | Journals/ Magazines/ Membership   |
| Transportation, postage & courier services   | Courier and freight charges for bringing in non-FYP related consumables and reimbursement for transportation  |
| Rental expenses  | Computing/ Services/ Facilities/ Equipment rentals  |
| Telecom expenses   | Telecommunication, internet   |
| Patent-related expenses  | Patent application filing, maintenance and other related cost   |
| Publications   | Publication charges for journal papers or additional pages of conference papers are not claimable   |
| Other cost   | Fines, penalties, consultation, marketing, advertising, promoting, web development, consultancy, audit legal, insurance premium, repairs/ maintenance of research equipment outsourcing/ subcontracting of research work        |
| <b>Other cost or expenses for controlled items (such as software, books, journal articles, reports, data collections, and etc.) not stated will be surfaced to respective approval authority for recommendation.</b> |   |