

Instructions for FYP Reimbursements via the ICS System
(For MAE part-time students)

1. Each FYP is entitled to S\$500 excluding GST. FYP fund is only for the purchase of consumable items, it should not be used for purchasing of any equipment, computer peripherals and storage, telecommunication products, IT products and software, etc.
2. To submit your claims, login to your StudentLink to access the ***Integrated Claims System (ICS)***.
3. Scan your invoices/receipts and upload them onto the ICS system. It does not matter if the invoice/receipt is in English or Chinese. For overseas or online purchases, in addition to the invoice/receipt, students also need to upload the payment transaction of the purchased item and the bank statement for proof of purchase if the payment is made by credit card or PayPal or etc.
4. In the ICS system, provide the following details in the **Remarks** box:
 - your FYP project number (e.g. P-A001)
 - the Acad Year and Semester your FYP commenced (e.g. AY2018/19, S1)
5. Hardcopy submission of the invoices/receipts is no longer required.
6. You will need the following details to complete your submission:

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|-----------------------|------------|
| Cost Centre | C160021400 |
| GL Code | 75100010 |
| Internal Order | 9000333 |

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|----------------------|----------------------------|
| Verifier | Tan Poh Poh Susan |
| Recommender 1 | select your FYP Supervisor |
| Recommender 2 | NA |
| Approver | Tai Kang |

Note: FYP Financial Guidelines for Students

FYP claims should be submitted **within 3 months** from the date of receipt and **before** the closing of the financial year (financial year for NTU is from April to March of the following year). Please submit your claims promptly.

- a. For claims with receipts dated 01 April to 08 December, you should claim within 3 months from date of receipt.
- b. For claims with receipts dated 09 December to 07 March, you should claim by 08 March.
- c. For claims with receipts dated 08 March to 31 March, you should submit the claims as and when incurred.