

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:

Reimbursement amount:

Item	Amount (\$\$)	Official Use Only
Airfare plus taxes	\$ _____	\$ _____
Per Diem	\$ _____	\$ _____
Registration Fees	\$ _____	\$ _____
Total	\$ _____	\$ _____

Name and Signature of Supervisor

*Supported/Not Supported

Verified by:

Graduate Studies Division/Date

The items above are account coded as follows:

CO	PK	Vendor/GL Account	Amount	GST Code	WBS Element/ Biz Area	Sub Cost Centre
DT	31					
RE	40					

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:

PK	Vendor / GL	Amount	GST Code	WBS No. / BA
31				

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.