

NATIONAL UNIVERSITY OF SINGAPORE
LOCAL TRANSPORT CLAIM – STUDENT

Name of Claimant: _____ Project Title: _____
(as in bank account) (FYP / SDP-please state company below)

Student Matric No. _____

Claimant's Address: _____ Company Name & Address: _____

Email: _____

By GIRO: Please fill in the **Creation of Student Vendor Master Record** form if you have not made any claim before, and submit it together with this claim form in order for the NUS Office of Financial Services to process payment.

Bank Name/Bank No. _____ Branch Name/No. _____ Account No. _____

DETAILS OF OFFICIAL TRIP(S) MADE

Type of Claim (Please circle the below-mentioned accordingly):

Date	Time trip started	From (state trip started)	To (Destination)	Purpose of each trip	Taxi / Bus / MRT (S\$)
Charged to WBS C266-000-003-001 / GL 780281				Total amount:	

I certify that the above listed trips were made by me (us) for official purposes.

The above claim is authorized and hereby approved for payment.

_____ Date Claimant's Signature

_____ Date Verified by Project Supervisor Name:

_____ Date Approved by Name:

Note:
For claiming taxi, please attach the original receipts together with this form.
Amounts which are not visibly shown on the receipts will be rejected.