

Guidelines for SDP and FYP claims

1. Claim for Transport

Students may claim for travelling expenses incurred for the journey made from NUS to place of research and then back to NUS. Students may not claim for travelling expenses incurred during routine journeys between their homes and NUS. Note that claims can be made only for trips to companies for meetings and carrying out project works.

The optimal route and mode of transport should be used so that expenditure may be kept to a minimum while allowing students to perform their research effectively and efficiently. When making a claim for transport, the claimant should state precisely the time and place of the start and finish of each trip; and ensure that all street names are stated in the *Transport Claim* form.

a) Students may claim according to bus fare or MRT fare rates if they use public transport. No receipt is required for travel by bus and MRT.

b) Students may be reimbursed for taxi fares for a journey if the Supervisor is satisfied that travelling by taxi will result in greater efficiency and effectiveness. For SDP, when it is necessary to take taxi, members of the group are expected to travel together. Therefore, only one taxi receipt can be submitted per trip unless the group members are more than four. Please compile all your receipts and submit your claims as a group to the ISE Department at the end of each month. *Note that booking fee for taxi is not claimable.*

2. Claim for Consumables

Students may claim for purchase of materials used during the research and for the presentation of their project works. Please attach receipts to the *Request for Payment* form and submit to the ISE Department at the end of the month.

Students may claim for expenses of consumables such as surveys forms, mailing, etc. Printed materials should be solely for the purpose of research for the project. However, students **cannot** claim expenses for the printing and binding of SDP report, FYP thesis, making copies of report or thesis and making draft copies of thesis for examination. Budget is meant to help the students to defray the costs of conducting research for the projects and does not include cost of putting up the thesis reports.

Please be informed that claims are only for items which are **required** for research and to be used for the duration of the project. All claims are subjected to the Department's approval. Co-payment or partial claim is not permitted. Items which can be re-used or re-cycled are to be returned to the ISE Department at the end of the project.