



Nanyang Research Programme Nanyang Research Programme Junior Researcher Reimbursement Claim Form

REIMBURSEMENT GUIDELINES

1. Invoices/Receipts must be submitted as Proof of Payment.
2. Small-size receipts should be pasted on a sheet of A4 paper before submission.
3. If the company is not GST-registered, you may leave the 'Before Tax' and 'GST' fields blank.
4. In cases where your School/lab may have paid for the required lab consumables, please provide us with the respective Cost Centre and GL code for the payment.
5. Submission of this claim form does not guarantee approval of claims.

S/N	Item Description	Before Tax	GST	Amount
1.		\$	\$	\$
2.		\$	\$	\$
3.		\$	\$	\$
4.		\$	\$	\$
5.		\$	\$	\$
Total Claim Amount		\$	\$	\$

A. Particulars of NRP/NRPjr Supervisor

Name of NRP/NRPjr Supervisor:	Partial NRIC/FIN*:	Project Code:
Signature:	Date:	

B. Payment Details

Pay To: <input type="checkbox"/> Reimbursement to NRP/NRPjr Supervisor (as per Section A)	
<input type="checkbox"/> Reimbursement to NTU School Cost Centre #	Vote no:

C. Verification by Associate Chair / NIE Academic Group Head (Click [here](#) for the list of signatories)

Name of Associate Chair / NIE Academic Group Head:	Signature:	Date:
--	------------	-------

D. Approval by Office of Admissions

Signature: <div style="text-align: center; border-top: 1px solid black; margin-top: 5px;"> Name & Signature Head, Talent Outreach </div>	<div style="text-align: center; border-top: 1px solid black; margin-top: 5px;"> Director of Admissions <i>Approval by Director of Admissions is required for purchase value > \$1,000</i> </div>
---	---

* Last 3 numerical digits and checksum of your NRIC/FIN (e.g. 567A from the full NRIC of S1234567A)

Check with your respective Schools for guidelines/criteria that may apply to the usage of funding parked within the different Cost Centres

For Office of Admissions Use Only

Pay from:		Balance:	S\$	As of (Date):	
-----------	--	----------	-----	---------------	--