Nanyang Research Programme
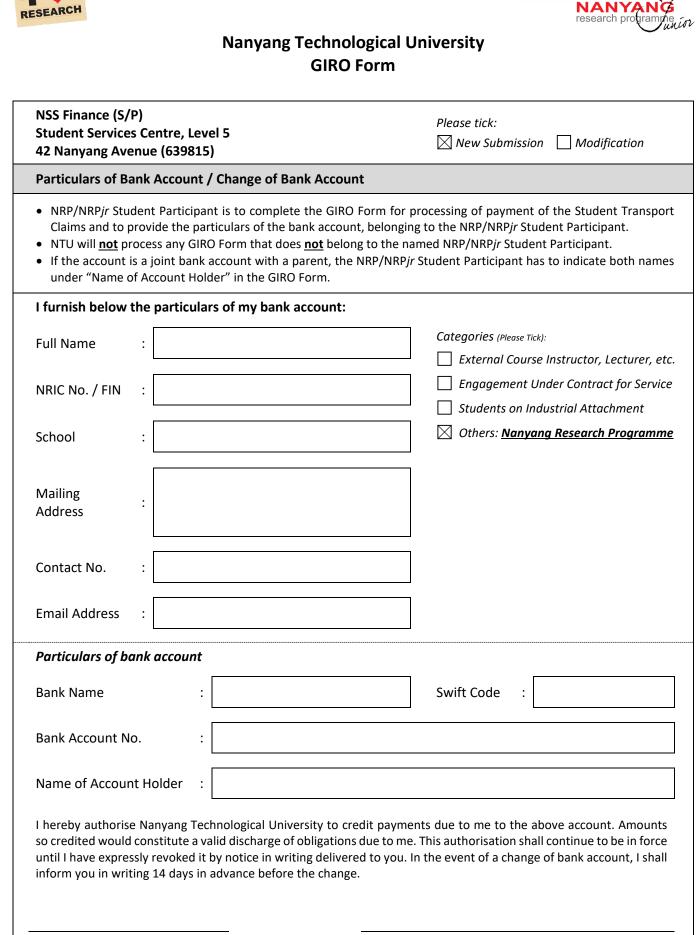**Nanyang Research Programme Junior Researcher**

Guidelines on Student Transport Claim

1. You are entitled to a one-time claim for reimbursing transport costs incurred from hiring taxis and/or Private Hire Vehicles (PHV) for your trips **to NTU/NIE** for research purposes.

2. The maximum claim amount is **$200 (capped at $40 per trip)** for the entire duration of the project.

3. All claims must be supported with a taxi-printed receipt and/or e-receipt sent to your email by the taxi/PHV company.

4. The following documents must be completed and submitted to your NRP/NRP*jr* Teacher Coordinator:
    a) GIRO Form
    b) Student Transport Claim Form
    c) Taxi-printed receipt and/or printed e-receipt
    d) Attendance Log

5. Receipts submitted must clearly articulate the following:
    a) Date of Trip
    b) Drop-off Time
    c) Drop-off Location (except for taxi-printed receipts)
    d) Amount Paid

6. The details on the receipts must be visible and we reserve the right **not** to process the claim should there be any discrepancies with the details indicated on your Student Transport Claim Form and Attendance Log.

7. The necessary documents must be consolidated and submitted to your NRP/NRP*jr* Teacher Coordinator by the stipulated deadline. Late submissions will **not** be processed**.**

8. Submission of the Student Transport Claim Form and the supporting documents does **not** guarantee approval of claims.

9. The Office of Finance, NTU will credit the approved claim amount directly into the bank account stipulated in the GIRO Form.

Nanyang Technological University
GIRO Form

NSS Finance (S/P)
Student Services Centre, Level 5
42 Nanyang Avenue (639815)

Please tick:
☒ *New Submission*   ☐ *Modification*

Particulars of Bank Account / Change of Bank Account

- NRP/NRP*jr* Student Participant is to complete the GIRO Form for processing of payment of the Student Transport Claims and to provide the particulars of the bank account, belonging to the NRP/NRP*jr* Student Participant.
- NTU will **not** process any GIRO Form that does **not** belong to the named NRP/NRP*jr* Student Participant.
- If the account is a joint bank account with a parent, the NRP/NRP*jr* Student Participant has to indicate both names under "Name of Account Holder" in the GIRO Form.

I furnish below the particulars of my bank account:

Full Name :

NRIC No. / FIN :

School :

Mailing Address :

Contact No. :

Email Address :

Categories (Please Tick):

☐ *External Course Instructor, Lecturer, etc.*

☐ *Engagement Under Contract for Service*

☐ *Students on Industrial Attachment*

☒ *Others: **Nanyang Research Programme***

Particulars of bank account

Bank Name :   Swift Code :

Bank Account No. :

Name of Account Holder :

I hereby authorise Nanyang Technological University to credit payments due to me to the above account. Amounts so credited would constitute a valid discharge of obligations due to me. This authorisation shall continue to be in force until I have expressly revoked it by notice in writing delivered to you. In the event of a change of bank account, I shall inform you in writing 14 days in advance before the change.

_____
Date

_____
Signature

Nanyang Research Programme
Nanyang Research Programme Junior Researcher

Student Transport Claim Form

Name of Student Participant:	School:	Project Code:

Details of trip(s) made to NTU (in chronological order)

S/N	Date of Trip	Drop-off Time	Drop-off Location (Must be within NTU/NIE campus)	Amount Paid
1.				S$
2.				S$
3.				S$
4.				S$
5.				S$
6.				S$
7.				S$
8.				S$
9.				S$
10.				S$

Total Amount Paid: S$

(Total claimable amount is S$200; capped at $40 per trip) **Total Amount to Claim:** S$

STUDENT DECLARATION

I certify that the above information is correct and that the charges incurred were for my trip(s) to NTU/NIE for research purposes on the date(s) shown. I have also provided the relevant supporting document(s).

Signature of Student: Date:

For Office of Admissions Use Only			
Pay from:		Total Claim:	S$

S/N:	Date of Trip:	Amount Paid: S$

The details on the receipt must be clearly visible and we reserve the right not to process the claim should there be any discrepancies with the details indicated on your Student Transport Claim Form and Attendance Log.

Taxi-Printed Receipt
1. You must make a photocopy of that receipt as the thermal paper will easily fade over time.
2. Paste the original receipt and the photocopied receipt here.

e-Receipt (Retrieved from email)
1. Print the e-receipt sent to your email by the taxi/PHV company. You do not need to print out this page if you are submitting a printed e-receipt.
2. If you have more than 1 printed e-receipt, arrange them in chronological order, which should be the same as what you have indicated in the Student Transport Claim Form.
3. Indicate at the top of each printed e-receipt with the following (as seen at the top of this page):
   • S/N
   • Date of Trip
   • Amount Paid
4. Attach the printed e-receipt(s) to the back of the completed Student Transport Claim Form.

S/N:	Date of Trip:	Amount Paid: S$