Important points to note when submit your URECA conference funding claim in ICS.

1. To submit the claim in ICS, select **New Claim > Overseas Travel Claim**. Refer to image below.

NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE		INTEGRATED CLAIMS SYSTEM Home
Welcome BENJAMIN		Help   Close
. Home		
Claim New Claim	Welcome to Integrated Claims System(ICS)	
Reimbursement Claim     Overseas Travel Claim		

- 2. Click on 'Add Claim Item' to enter claim details.
- 3. Under the Claim Details,
  - Enter Singapore dollar under 'Currency Code'.
  - Provide total claim amount (in SGD).
  - After entering the rest of claim details, select 'Add Charging Account' to update charging account details. Select Cost Centre D828021002 and GL 75110070. The WBS and internal order number are not required.

	Then	save t	he de	tails. R	efer to	image	below.
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Receipt Amount *	•
Currency Code *	Singapore dollar   Exchange Rate Type   System Rate  Exchange Rate   1
Remarks	
	(Max 500 characters allowed)
laim Amount(S\$)	
Add Charging Accou	int
WBS	
	Type the keyword of WBS e.g. H4095 or Consumables etc., to list the WBS.
Cost Centre	Type the keyword of Cost centre e.g. M0600 or EEE-Micro etc., to list the Cost centre.
Cost Centre	Type the keyword of Cost centre e.g. M0600 or EEE-Micro etc., to list the Cost centre.
Cost Centre GL	Type the keyword of Cost centre e.g. M0600 or EEE-Micro etc., to list the Cost centre. Type the keyword of GL e.g. 70405 or Equipment etc., to list the GL.
Cost Centre GL Amount(S\$) *	Type the keyword of Cost centre e.g. M0600 or EEE-Micro etc., to list the Cost centre. Type the keyword of GL e.g. 70405 or Equipment etc., to list the GL.

(For file attachment, please upload receipts and other supporting documents by clicking on 'Browse' to select the file(s) to be uploaded, then click 'Upload'. The uploaded files will be displayed.)

4. Under Approver Routing, select the following recommender and approver for the claim approval.

Recommender1: Low Hooi Kiam Approver: Andrew James Kricker

Approver Routing								
Charging Account	GL Code	Claim Amount(S\$)	Recommender1	Recommender2	Approver			
			S/ 11	<b>\$</b> / <b>11</b>	Select V			
Verifier			¥					