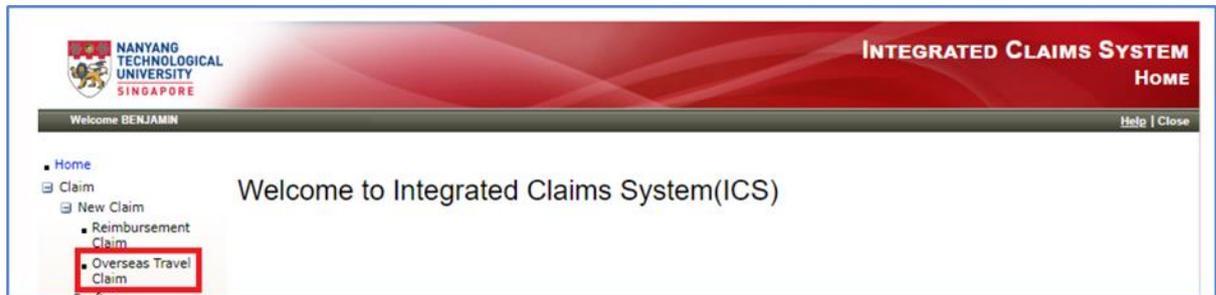**Important points to note when submit your URECA conference funding claim in ICS.**

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

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 the details. Refer to image below.

(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