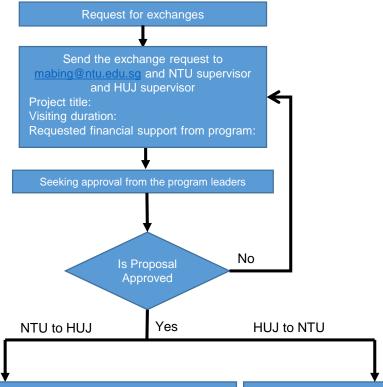


Standard Operation Procedure for Exchanges

(NEW CREATE Phase II)



- 1. Submit travel request in BTS: Service Now Request for Services Finance Services Travel Raise Travel Request.
- 2. Financial Support:
 - o Externally funded project: M4098028.071.710079.
 - Only reimbursement claims required. No ODA required. (remarks: the allowance agreed and attached an email approval from Prof Lee Pooi See).
 - Recommended by PI, and approved by Prof Lee Pooi See. (if faculty, inform AC-A, recommended by AC-R and approved by Prof Lee Pooi See). Forward BTS approval email to Ma Bing and Jin Hongfang.
- 3. Book airfare through NTU agent
- Claim: Submit claim request in BTS after return. (Verifier: Ho Junyou; Approval: Lee Pooi See). Attach all related documents including receipts, boarding pass, BTS approve email, etc.

- Book airfare in HUJ agent and send the airfare invoice directly through agent to Jin Hongfang (jinhf@ntu.edu.sg)
- 2. Application of TEP Jin Hong fang will be coordinating on the TEP application
- 3. Safety on-line trainings (Teh Chee Kuang)
- 4. Safety training on arrival. (Teh Chee Kuang)

