

## CONFERENCE ALLOWANCE REIMBURSEMENT FORM

### Conferences, Overseas Courses and Research Attachment

**Note: Section I & II are to be completed by students.**

SECTION I – STUDENT PARTICULARS & ACTIVITY DETAILS			
Name		Student No.	
Title of Conference/ Overseas Courses/ Research Attachment			
Dates of Conference/ Overseas Courses/ Research Attachment		Duration	_____ days
Venue			
Financial Assistance Granted	S\$		
Postgraduate's Address			

SECTION II – PAYMENT DETAILS			
<b>Details of Payment</b>	<b>Amount incurred (S\$)</b>		
Airfare/ Train		Visa ( <i>if applicable</i> )	
Student Registration Fee			
Per Diem Allowance ( <i>if applicable</i> )	Please tick:	Yes <input type="checkbox"/>	No <input type="checkbox"/> S\$
Total Reimbursement			

\*Please check that all documents are complete:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Original receipt for Air Ticket                                | <input type="checkbox"/> Original receipt for Registration Fee   | <input type="checkbox"/> Receipt for Visa (if applicable) |
| <input type="checkbox"/> Proof of payment for Air Ticket                                | <input type="checkbox"/> Proof of payment for Registration Fee   |   |
| <input type="checkbox"/> A short report on the conference                               | <input type="checkbox"/> Conferences program/itinerary   |   |
| <input type="checkbox"/> Original Boarding pass/Accommodation Invoice/Transport Tickets | <input type="checkbox"/> Below statement written on reverse side of any E-Ticket/E-Registration Receipt together with my signature |   |

"I certify that these expenses were incurred for official purposes and in compliance with University guidelines. Electronic receipts enclosed have not been submitted previously for claiming."

SECTION III – APPROVAL
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\_\_\_\_\_

(Name of Supervisor)

\*Supported / Not Supported

\_\_\_\_\_

Signature                      Date

\* Delete whichever is not applicable.

# Request for Payment (RFP)

To be completed by department



Please arrange for payment and/or reimbursement to :

Staff / Student / Vendor Number:

Payee's Name (in capital letter, per bank records) :

Payment  
Currency : \_\_\_\_\_

Amount : \_\_\_\_\_

Purpose/Particulars of Payment :

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## Payment Details :

#	Debit (DR) / Credit (CR)	GL Account No. / Fixed Asset No.	Amount	GST Code	WBS No. / Business Area (BA)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Name or User ID of Authorised Approving Officer :  
(per delegated and maintained in VIM) \_\_\_\_\_

Prepared By:

Verified By:

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Name and Signature / Date  
(If same as verifier, this may be left blank)

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Name and Signature of Verifier / Date

**Additional Information, where applicable :**

- Bank Charges on Payment by TT: *(please select)*

Default

(NUS bears local bank charges, payee bears foreign bank charges)

OP

(NUS bears all bank charges)

BE

(Payee bears all bank charges)

- Additional Information required for TT Payment on below currencies: *(please input)*

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Bangladesh Taka (BDT)	Telephone Number	:
Chinese Yuan Renminbi (CNY)		
Korean Won (KRW)		
Malaysian Ringgit (MYR)		
Taiwan Dollar (TWD)		

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Pakistani Rupee (PKR)	Telephone Number	:
	Payee's CNIC Number /	:
	National Tax Corporate No.	:

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Russian Ruble (RUB)	VO Code (5 digit)	:
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Indian Rupee (INR)	IFSC Code	:
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