

APPLICATION FORM - USE Of EDUCATIONAL ALLOWANCE (Relocation airfare, Books, Computer & Software)

Note: The educational allowance may be used for education-related items such as books, computers and software etc. Students are only allowed to spend up to S\$1,500 for relocation airfare, S\$1,000 for books and software and S\$1,750 for computers during the period of award. Student can also obtain reimbursement for trainings and workshops. Student will have to write-in to seek approval from CSI for the necessary funding.

PART 1

SECTION I - TO BE COMPLETED BY APPLICANT

1. Name (Mr/Miss/Mrs) : _____ Student No. : _____
2. Supervisor(s) : _____
3. Department : **Cancer Science Institute of Singapore**
4. Date of registration as graduate student : _____ End date of Candidature : _____
5. Type of Candidature : **PhD**
6. Citizenship :

 Singaporean Singapore PR Others
 (Pls specify: _____)
7. Types of Education-related Items:

 (a) Relocation airfare (b) Books (c) Computer/
 Computer-related item (d) Training /Workshops (e) Others, please
 specify: _____

For 7(a) to 7(e), please refer to **Annex 1**

Instructions:

- Complete **Part 1, Annex 1** and "**Request for Payment to Individual(RFP)**"
- Forms submitted should be accompanied by the original receipts (invoice and NETS slip) and proof of payment (ie credit card statements) within 1 month of purchase
- Students may accumulate the receipts of the book purchases and submit them together for reimbursement within one month
- For NUS students, it is not necessary to indicate the student's bank account number in the form.

Note: On Book Claims

- Books/Materials purchased must be related to the research area of the student.
- Locally purchased books are strongly encouraged.
- Books purchased online or from overseas are subject to CSI's approval and CSI has the right to reject any claims which it deems not eligible for reimbursement.
- For any purchases made outside of Singapore, the reimbursement will follow the NUS' exchange rates, subject to the rate of the day.

Note: On Computer Claims

- Only original invoice needed for warranty purposes may be retained by the student. The photocopied invoice will then be submitted to CSI. Student need to certify on photocopied invoice with this statement "**Original invoice kept for warranty purpose**" with signature.
- Any other additional peripherals should adhere to Educational Allowance Guidelines
- Purchase from NUS IT Coop is strongly encouraged

Purchase Of Relocation Airticket / Book / Computer / Educational-related Item / Training / Workshops

SECTION 1 – TO BE COMPLETED BY APPLICANT	
Item purchased: Purpose / Reason for purchasing the above item:	Price: For Official Use: <input type="checkbox"/>
Item purchased: Purpose / Reason for purchasing the above item:	Price: For Official Use: <input type="checkbox"/>
Item purchased: Purpose / Reason for purchasing the above item:	Price: For Official Use: <input type="checkbox"/>
Item purchased: Purpose / Reason for purchasing the above item:	Price: For Official Use: <input type="checkbox"/>
Item purchased: Purpose / Reason for purchasing the above item:	Price: For Official Use: <input type="checkbox"/>
Item purchased: Purpose / Reason for purchasing the above item:	Price: For Official Use: <input type="checkbox"/>
Total cost	

* Attach a separate sheet if necessary

Signature of student/ Date

Request for Payment (RFP)

To be completed by department



Please arrange for payment and/or reimbursement to :

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

Payment Currency :

Amount :

Purpose/Particulars of Payment :

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 VIM Payment Approver :

Prepared By:

Verified By:

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

Name and Signature of VIM Payment Verifier / Date

Payment Instructions: Please complete either Section A or B.

(A) NUS Staff / NUS Students / Companies / External Individuals with Vendor Record

Staff / Student / Vendor Number:

Please specify payment method below: *(please select)*

	NUS Staff / NUS Students	Companies	External Individuals with Vendor Record
GIRO	Default	<input type="checkbox"/>	<input type="checkbox"/>
SGD Cheque, Crossed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SGD Cheque, Uncrossed	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
Telegraphic Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information : *(where applicable)*

- Payment by Cheque / Bank Draft : *(please select)*
 - Mail to address per record
 - RT – Return to Department

- 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)*

Chinese Yuan Renminbi (CNY)	Telephone Number	:
Korean Won (KRW)		
Pakistani Rupee (PKR)	Telephone Number	:
	Payee's CNIC Number / National Tax Corporate No.	:
Russian Ruble (RUB)	VO Code (5 digit)	:
Indian Rupee (INR)	IFSC Code	:

(B) One-Off Payment to External Individuals with No Vendor Record (Cheque or Bank Draft only)

Payment Mode : *(please select)*

- SGD Cheque, Crossed
- SGD Cheque, Uncrossed
- Bank Draft

Additional Information:

- Mail to address stated below
- RT – Return to Department

Mailing Address :