

## PRACTICUM / FIELD PRACTICE / ISM FUND CLAIM: GUIDELINES

The Practicum Fund has been set up to support you in regard to expenses that occur in the course of your Practicum project. It is not the purpose of the Fund to support students in regard to general expenses that occur in the course of their research and education.

You may claim 100% of the actual expenditure, subject to a maximum of SGD500 for local project and SGD1000 for overseas project per student throughout your candidature period.

For students who have undertaken ISMs and/or Field Practice in addition to their Practicum, the maximum claimable for ISMs, Field Practice and Practicum combined (local or overseas) is SGD1000 per student.

All expenditure will need to be coordinated with and approved by the Practicum supervisor. A template to itemise your claims can be found [here](#).

The following examples illustrate items that are claimable and non-claimable through the Practicum Fund.

### Examples of Items Claimable

- Airfare/ accommodation for necessary travel in relation to the project (details regarding the places and/or countries visited, the purpose and duration must be provided. Boarding passes to be submitted.)
- Public transportation (receipts to coincide with the period for the project).
- Token of appreciation for participants of surveys/ interviews
  - Token amount should be clearly stated in the proposal (amount per participant)
  - Do not disburse cash, instead, use vouchers or tokens of appreciation in kind. Each recipient needs to sign off.
- Cost of postage and photocopying of materials (list of materials photocopied has to be submitted)
- Books that are not available in the library and that the library does not want to acquire (proof necessary)
- Course fees, where knowledge/ skills are essential for the practicum project, but not covered by the MPH syllabus/ faculty expertise.

### Examples of Items NOT Claimable

- Software
- General consumables such as stationery
- Items for personal use (e.g. Laptop)
- Text books or books that are available through the library
- Photocopying/binding of dissertations/theses or project reports
- Audio and video equipment

You may submit the claims at the end of the practicum project; or when the cost of claimable items has reached the maximum of SGD500, whichever is earlier. Please submit the forms, supported by the necessary receipts and description of expenses incurred, to the Education Office.