

FIELD PRACTICE CLAIMS : GUIDELINES

Students may claim expenses incurred in the course of their Field Practice.

Students may claim 100% of the actual expenditure, subject to a maximum of SGD500 for local project and SGD1000 for overseas project per student incurred during the period of their Field Practice.

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

All expenditure will need to be coordinated with and approved by the Field Practice supervisor.

The following examples illustrate items that are claimable and non-claimable for Field Practice:

Examples of Items Claimable

- Airfare/ accommodation for necessary travel in relation to the project (details regarding the places and/or countries to be visited, the purpose and duration must be provided)
- Public transportation (receipts to coincide with the period for the project)
- Cost of data gathering/questionnaires/surveys
- 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)
- Costs of participation in events where participation is necessary for the research project

Examples of Items that requires prior approval from Education Office

- Software

Examples of Items NOT Claimable

- 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

Students may submit the claims at the end of the Field Practice 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.