

CLAIM FOR

PARTICULARS OF STUDENT

FULL NAME:		STUDENT NO.:	
EMAIL:		CONTACT NO.:	
SEMESTER: 1 2	ACADEMIC YEAR: 20____ / 20____	STATUS:	Full-Time Part-Time
NAME OF SUPERVISOR:			
MODULE/PROJECT DETAILS: <i>(e.g. Practicum Topic/ ISC Code/ Field Practice Course Code & Location)</i>			

REIMBURSEMENT FOR EXPEDITURE DETAILS: *(please attach receipts to a blank piece of paper with descriptions of the expenditure)*

CONSUMABLES:		TRAVEL:	
OTHERS:		TOTAL: <i>(MAX SGD500 for local project; MAX SGD1000 for overseas project per student)</i>	
<input type="checkbox"/> I declare that I have no previous fund claims. <input type="checkbox"/> I have received prior funds claim of S\$_____. <i>(please attach past claim application form)</i>		REQUEST IS <input type="checkbox"/> SUPPORTED <input type="checkbox"/> NOT SUPPORTED	
SIGNATURE OF STUDENT/ DATE		SIGNATURE OF SUPERVISOR/ DATE	

TO BE COMPLETED BY EDUCATION OFFICE

COMMENTS (IF ANY):	
	VERIFIED BY: NAME/ SIGNATURE / DATE

FOR OFFICIAL USE

COMMENTS (IF ANY):	REQUEST IS <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED
	SIGNATURE OF PROGRAMME DIRECTOR/ DATE

TO BE COMPLETED BY FINANCE

CO	PK	VENDOR/ GL ACCOUNT	AMOUNT	GST CODE	WBS