

# Thumb-nail Screen by screen FYP submission – which screen are you struck at ?

### How to Claim FYP Reimbursements (I)

- Online
- Paperless
- Convenient
- Less than 10 steps!

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### How to Claim FYP Reimbursements (II)

Submitted By: **Chongwee Ying** Claim Ref No: [REDACTED]

Clientant: **School/Dept/College** School of Mechanical & Aerospace Engineering

Claim Type: **MAE FYP**

**Add Claim Item** (circled in red)

Attachments: **File Attachments** (circled in red)

Verifier: [REDACTED]

Funding Agency:  Yes  No

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### How to Claim FYP Reimbursements (III)

Description: [REDACTED]

Currency Code: **Singapore dollar** Exchange Rate Type: **System Rate** Exchange Rate: **1**

Date of Receipt: **08 Apr 2020** Invoice/Receipt No: **811314**

Total Receipt Amount: **68** GST Rate(%): **N/A** GST Amount(S\$): **0.00**

Remarks: **[input FYP number and semester which FYP commenced eg. A710 AY19S1]**

**Add Charging Account** (circled in red)

3. Click twice to add charging account, a box will appear below.

**VERY IMPORTANT! YOUR CLAIM WILL BE REJECTED IF THESE DETAILS ARE MISSING**

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### How to Claim FYP Reimbursements (IV)

WBS: [REDACTED]

Cost Centre: [REDACTED]

GL: [REDACTED]

Amount(S\$): **68**

Notes: [REDACTED]

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### How to Claim FYP Reimbursements (V)

4. Input Cost Centre: **DO NOT TYPE IN THE WHOLE THING** Type in C1600212 then select from drop-down list.

WBS: [REDACTED]

Cost Centre: **C1600212** (selected)

GL: **C160021200 - MAE Undergraduate Studies** (selected)

Internal Order: **75100000 - Teaching materials Lab and research consumables** (selected)

Amount(S\$): **68**

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### How to Claim FYP Reimbursements (VI)

5. Input GL: **DO NOT TYPE IN THE WHOLE THING** Type in 751000 then select from drop-down list.

6. Input Internal Order: **9000333** DO NOT TYPE IN THE WHOLE THING Type in 9000 then select from drop-down list.

WBS: [REDACTED]

Cost Centre: [REDACTED]

GL: [REDACTED]

Internal Order: **75100000 - Teaching materials Lab and research consumables** (selected)

Amount(S\$): **68**

Approval By: **Reporting Officer (RO)** (selected)

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### How to Claim FYP Reimbursements (VII)

Description: **1414**

Currency Code: **Singapore dollar** Exchange Rate Type: **System Rate** Exchange Rate: **1**

Date of Receipt: **08 Apr 2020** Invoice/Receipt No: **811314**

Total Receipt Amount: **68** GST Rate(%): **N/A** GST Amount(S\$): **0.00**

Remarks: [REDACTED]

**Add Charging Account**

Charging Account: **C160021200 - MAE Undergraduate Studies** Approval By: **Approver of Charging Account** IS Code: **75100000** Internal Order: **9000333** EMB Debit: **68.00**

7. Back to the original window, click 'Save'.

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### How to Claim FYP Reimbursements (VIII)

8. Back to the previous screen. Choose File – select receipt and Upload.

Attachments: **File Attachments** (circled in red)

Approver: **Chongwee Ying**

Charging Account: **C160021200** Approval By: **Approver of Charging Account** IS Code: **75100000** Internal Order: **9000333** EMB Debit: **68.00**

Notes: **Select only approver with a higher authority level.**

Verifier: **Muhammad Faizul Bin Khairuddin**

Funding Agency:  Yes  No

9. Input: **Verifier**, **Recommender 1**, **Recommender 2**, **Funding Agency: No** then click 'Submit'.

Verifier: **Karen Hong Kwee Ying**

Recommender 1: **Professor-in-charge**

Recommender 2: **Nurshida Bte Sappuan**

Approver: **Yeo Song Huat**

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# FYP Reimbursements

**FYP claims** should be submitted within 3 months from the date of receipt and before the closing of the financial year (financial year for NTU is from April to March of the following year). You cannot accumulate the claims even if it is within the financial year. Please submit your claims promptly. Each FYP is entitled to S\$500 excluding GST.

Date of Receipt	When you should submit claim
1 April to 8 December	Within <u>3 months</u> from date of receipt
9 December to 7 March	By 8 March
8 March to 31 March	ASAP, as and when incurred

All claims must be submitted by the day of your FYP oral presentation.

For claims that are **more than 3 months** and fall within the financial year, please provide justifications for late submission and approval from the delegated approving authority is acceptable.

All claims are to be done online. Hard copy submission of receipt is not required. For submission of claims, please use the **Integrated Claims System (ICS)**.

- Access [link](#) via StudentLink
- Claim only for consumable items

3:49



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# MAE FYP Talk

2022-04-05 11:01 UTC

Recorded by  
#MAE Club-Student  
Affairs#

Organized by  
#MAE Club-Student  
Affairs#

Exit fullscreen (Alt + Enter)

0:00:02 / 1:22:59 1x