

Procedures to submit Dissertation reimbursement

Student will need to submit the claim via the GS Link. They are required to print the claim submission and to submit all receipts and documentary proof of payment to the Dissertation coordinator at the WKWSCI Graduate Programme Office.

To submit reimbursement, each student will log on to the GS Link under financial services for claim. Please follow the following instructions:

1. Select Integrated Claim System
2. Select "New Claim"- Reimbursement Claim
3. Select Claim Type – General Purchases/Others Claim from the drop-down box
4. Input the description of the item or goods and services
5. Under the description section, student to also indicate Dissertation Title.
6. Input date of receipt for purchases made
7. Input the cost centre and GL code information as follows:

Programme	Cost Centre	GL Code	IO Number
MSIS	C440061004	GL75110050	
IS	C440021000	GL75110050	2000021
KM	C440061002	GL75110050	

8. Attach all supporting documents (official receipts, documentary proof of payment and acknowledge form for the receipt of the participant incentives)
9. Under the verifier, select [Ng Geok Yim](#)
10. Under the recommender, for recommender 1 – select [Zhuang Yixin \(KM\)](#), [Eunice Ong \(MSIS/IS\)](#)
11. For recommender 2 – select [Tan Sian Ting](#)
12. Under the approval, select [Sin Sei Ching, Joanna](#)
13. Click submit and print a hardcopy of the claim form
14. Bring the hardcopy claim form and all supporting documents (official receipts, documentary proof of payment and acknowledge form for the receipt of the participant incentives) to the Dissertation coordinator at the WKWSI Graduate Programmes Office for verification.