

URECA Consumable Claims Procedure & Guidelines

IMPORTANT NOTES

1. URECA consumable may be purchased and claimed (“claims”) or through purchase order (PO) system (“PO pre-approval”)
2. Maximum claims per academic year is as follow:

Project Type	Amount per academic year
URECA / SIMTech-URECA / DSO-URECA	\$600
FYP-URECA	\$800

3. Claims should be made within three months from the last day of the calendar month from the time they are incurred. Late claims beyond three months will be rejected.
4. Steps on consumable claims procedure are as follow:
 - (i) Student submits claims / PO pre-approval form through studentlink
 - (ii) Professor approves claims / PO pre-approval form through stafflink
 - (iii) Student prints approval claims / PO pre-approval form through studentlink and attaches supporting documents (refer to point 7)
 - (iv) Student submits hardcopy to school coordinator
 - (v) School coordinator endorses the claims / PO pre-approval form and submits to respective school admin office for processing.
5. Please ensure that returnable items such as software(s) are returned to Professor at the end of URECA project duration.
6. Purchases of all books/ journals/ manuscripts/ reports/ data acquisition that not available from the library must be catalogued with the library and obtained library confirmation.
http://www.ntu.edu.sg/library/services/Documents/research_fund_form.pdf
7. Final forms (claim/PO pre-approval) submission to school coordinator must be attached with supporting paper documents (e.g. receipt, library cataloguing confirmation, original quotation). The supporting documents must be endorsed by supervisor.
8. Any claims or PO for overseas purchases have to be justified.
9. Rejected or Cancelled Claims / PO Pre-approval form must be returned to URECA office (N3-B3c-10) for budget spends updating.
10. Please follow up with school admin office on any payment enquiries after the submission of claims form to school coordinator.
11. URECA claim system is made unavailable in February & June until student’s Research Poster in February & Final Research Paper in June are submitted and approved by the supervisor online.
12. It is the student’s responsibility to follow up the progress of the claim endorsement by supervisor by the deadlines.
13. The University reserves the final say to determine the extent of URECA claim when claims are processed.

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<u>List of Consumable Claimable Categories</u>		
Category	Type of Expenses & Description	Maximum limit
A	Experimental Materials Chemicals Lab Utensils Specimen Experimental components (electronic, electrical, mechanical and others) Experimental instruments (electrical, electronic, mechanical, and others) Small equipment or test-rigs Design utensils and Design materials Software *Only applicable to College of Business & College of Humanities, Arts & Social Sciences Survey expenses* (Token of appreciation has to be purchased items with receipts and should be limited to a maximum of \$15/item. No cash or vouchers should be used.)	Up to maximum project spend
B	Photography (films, pictures printing) Books, manuscripts, reports, journals and data acquisition relevant to the research (Must be catalogued by library) http://www.ntu.edu.sg/library/services/Documents/research_fund_form.pdf	Maximum of \$300 per project
C	Photocopying	Maximum of \$50 per project

<u>List of Consumable NOT Claimable Expenses</u>	
Type of Expenses	Description
IT / Office equipments	General purpose IT and communication equipment like computers, fax, scanner, printer, PDA, mobile phone, workstations and office productivity software.
Refreshments and entertainment expenditure	Food & Beverage
Prizes, Incentives, Presents, Token of appreciation	Cash / cash vouchers
Stationery	Stationery (except survey expenses) includes printing charges/ cartridge
Subscription expenses	Journals / Magazines/ Membership
Transportation, postage & courier services	Postage, courier and freight charges for bringing in specialized research consumables and reimbursement for transportation.
Rental expenses	Computing/ Services/ Facilities/ Equipment rentals.
Telecom expenses	Telecommunication, Internet
Patent-related expenses	Patent application filing, maintenance and other related cost.
Publications	Publication page charges for journal papers or additional pages in conference papers are not claimable.
Other cost	Fines, penalties, training, marketing, advertising, promoting, web development, consultancy, audit, legal, insurance premiums, repairs/ maintenance of research equipment, outsourcing/ subcontracting of research work

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