

## SCSE FYP Claimable and Non-Claimable Item Guideline

### Claimable Items

Type of Expenses	Description
Experimental materials	Chemicals, lab utensils, specimen, experimental components (electronic, electrical, mechanical and others), experimental instruments (electrical, electronic, mechanical), design utensils and materials, license fee (e.g., for handling special equipment/ use of animal for research purposes)
Software/software license	Programming and application
Internal rental	Internal rental expenses that are officially charged (e.g., High Performance Computing Services in NTU)

### Non-Claimable Items

Type of Expenses	Description
IT / Office equipment	General purpose IT and communication equipment like computer/laptop/tablet, fax machine, scanner, printer, PDA, mobile phone, camera, workstations office productivity software and licenses, USB flash drive, hard drives, portable external disk
Stationery	Stationery (except survey expenses*) includes printing charges/ cartridge
Subscription expenses	Journals / Magazines/ Membership / Online storage services
Transportation	Expenses on transportation, parking, traffic fines
Postage & courier services	General postage, courier, overseas shipping/freight charges
Telecom expenses	Telecommunication, Internet
Rental & services	Rental charges related to facilities, venue, or equipment

Patent-related expenses	Patent application filing, maintenance, and other related cost
Publications	Publication page charges for journal papers or additional pages in conference papers
Gifts & token of appreciation	Physical token, cash, or cash vouchers (except survey/fieldwork expenses*)
Others	Fines, penalties, training or enrichment course, marketing, advertising, web/app development, consultancy, audit, legal, insurance, repairs/ maintenance of research equipment, outsourcing/ subcontracting of research work, refreshments & entertainment expenses, materials for project exhibition booth setup/design & display, printing certificate/project materials for distribution
Other expenses not stated in the list, FYP Supervisor can e-mail Susy Lawrence Edappilly <susyjes@ntu.edu.sg> with details such as (i) name/description of item and (ii) detailed justification (to support the purchase) for review.	