

REx Fellow Reimbursement Form

Office of the Provost and College of Design and Engineering

National University of Singapore

Instructions to REx Fellows: Please complete the form in consultation with your supervisor(s). Ensure all fields are filled as incomplete forms will not be processed. The completed form and attachments (e.g. copy of receipt or invoice) are to be submitted as a single PDF file via the CDE Enhancement Portal. To minimize administrative workload, you are strongly advised to collate and claim for several purchases per reimbursement form.

Name of Student: _____

Student Number: _____

Student NUS Email: _____

Department/Program: _____

Name and Email of Supervisor: _____

Title of UREx Project: _____

Commencement of UREx Project: Semester _____ of AY _____/ _____

Total Claim Amount (SGD): _____

Payment Details

(Note to REx Fellows: Attach a scanned copy of receipt or invoice for each purchase item and keep them for at least three months after submitting this form. For items listed as WBS funded, claimants are required to include additional SAP documentation indicating WBS number, GL code and amount.)

S/N	Purchase Item	Amount (SGD)	Funding type (personal/WBS)	WBS No (if applicable)

Student Signature: _____

Supervisor Signature: _____

For PVO Use

Billing WBS: E-027-00-0073-22

Approved by: _____

A/P Daniel PS Goh (WBS Owner)