

### Approval for Financial Assistance for Participating in Competitions/Exhibition

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Name of Student: \_\_\_\_\_ Matric Number: \_\_\_\_\_

Email: \_\_\_\_\_ Tel Number: \_\_\_\_\_

Competition Title: \_\_\_\_\_

Organized by: \_\_\_\_\_

Closing Date: \_\_\_\_\_ Results Announcement Date: \_\_\_\_\_

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#### Financial Assistance:

Funding 50% of entrance fee including related courier or handling charges for models/prototypes and the maximum amount is capped at SGD \$300.00 per entry (whichever is lower)

(Example: If the costing is SGD \$180.00, then the claim amount will be SGD \$180.00. If the costing is SGD \$550.00 the claim amount will be SGD \$300.00, whichever is lower)

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#### Undertaking:

I understand that as a student of the Division of Industrial Design, NUS, any work submitted partly or wholly for the competition/exhibition will be jointly copyrighted with the Division and that the Division reserves the right to exhibit or publish any part of the entry. I checked there is no Intellectual Property (IP) tie to this competition and neither will I be seeking any Intellectual Property (IP) rights for my participation in this competition. I will furnish the Division with details/ copies of all entries, complete with images fulfilling digital submission requirements (please attached the documents) and will also undertake to inform the Division of the results of the competition.

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**Signature of Applicant**

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**Date**

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**Approve by the Supervisor of the submission:**

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**Name & Signature**

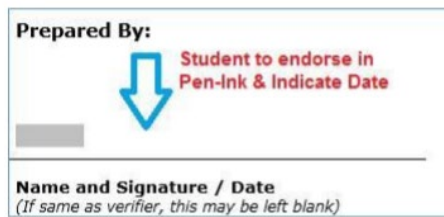
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**Date**

Instructions on Approval for Financial Assistance for Participating in Competitions/Exhibition/Red Dot

**Procedure to Seek Reimbursement:**

1. RFP Form: To complete the RFP form, student to provide the following information - student number (A number with alphabet at the end), name as per Bank records, purpose of the payment, total claim amounts, S/4 HANA WBS no. and S/4 HANA GL code on the attached RFP Form. They do not need to input the GST code and Dr/Cr.

Signature of Payee/Date under “Prepared By” (Student’s endorsement in Pen-Ink and indicate the date)  
(Refer image below for reference)



2. Relevant Approval: Claims should be duly endorsed by the Supervisor/PI. Email approval is acceptable. Email should state clearly the claim items and amounts. Attach email approval with RFP form when submitting.
3. Proof of Payment: Scanned receipts. Do note that Nets receipts alone do not suffice, store receipts are required. Claimant has to ensure that the receipt is visible/readable. If the items are bought online (from LAZADA/SHOPEE/QOO10/AMAZON) – the claimant has to attach the order list and the proof of delivery of the items purchased. And they will need to attach the following: Bank statements/credit card statements showing these transactions as proof of payment. The personal details below may be blanked out:
  - *Personal identification documents*
  - *Personal identification numbers*
  - *Credit card number or debit card number in combination with any required security code*
  - *Bank account number*
  - *Any other personal information*

**Common Types of Supporting Documentation for Reimbursements**

Receipt	Invoice	Proof of Payment
An original document from the merchant showing : <ul style="list-style-type: none"> <li>• <i>Merchant's name</i></li> <li>• <i>Transaction date</i></li> <li>• <i>Amount paid</i></li> <li>• <i>Description of purchased item(s)</i></li> <li>• <i>Payment mode</i></li> </ul>	An original document from the merchant showing : <ul style="list-style-type: none"> <li>• <i>Merchant's name</i></li> <li>• <i>Invoice date</i></li> <li>• <i>Amount billed</i></li> <li>• <i>Description of billed item(s)</i></li> </ul>	Needed for reimbursements where a receipt is not available. Common examples : <ul style="list-style-type: none"> <li>• <i>Credit card sales slip</i></li> <li>• <i>Monthly credit card statement</i></li> </ul> Please remove/redact personal data such as : <ul style="list-style-type: none"> <li>• <i>Personal identification documents</i></li> <li>• <i>Personal identification numbers</i></li> <li>• <i>Credit card number or debit card number in combination with any required security code</i></li> <li>• <i>Bank account number</i></li> <li>• <i>Any other personal information</i></li> </ul>

4. Purchase of Voucher: Please provide the compiled voucher disbursement list if there is any purchase of voucher for user testing.

**Required Supporting Documents Related to Vouchers and Cash Disbursement**

	Required Documentation
Vouchers Purchased	<p>1) Receipts are required for reimbursement of the vouchers purchased. Alternatively, invoices with proof of payment are also acceptable.</p> <p>2) Supporting documentation on the disbursement, which includes amount of vouchers disbursed. This should also be signed-off as acknowledgement by :</p> <ul style="list-style-type: none"> <li>• Payee(s)</li> <li>• Disburser</li> <li>• Verifier / witness</li> </ul>
Cash Disbursed	<p>1) Supporting documentation on the disbursement, which includes amount of cash disbursed. This should also be signed-off as acknowledgement by :</p> <ul style="list-style-type: none"> <li>• Payee(s)</li> <li>• Disburser</li> <li>• Verifier / witness</li> </ul>

5. If the student would like to claim the actual amount incurred (eg. Payment in USD), a copy of credit card/bank statement or moneychanger exchange rate may be used. If not, conversion may be done using online currency convertor. For online currency conversion (the rate use must be the same date as the invoice/receipt transaction date). OANDA is one of the online currency converters you can use.  
<https://www1.oanda.com/currency/convert/>
6. Students must also make sure that they have updated their “Credit Bank Details” in the student portal so that we can credit the claim into their bank account.
7. Please inform students to submit the Receipts + Approval Email as one pdf document, RFP (in word format) and email to [VIM\\_DID@nus.edu.sg](mailto:VIM_DID@nus.edu.sg).

**NOTE:** Any Cancellation made on the RFP Claim Form, either you Counter-Sign beside the amendment or refill another brand-new copy

**Important:** Please ensure your ‘Bank Account Number’ is maintained under EduRec (Credit). If not, Finance Department is unable to process the reimbursement to you accordingly.