

Reimbursement Claim

- Drafts (1)
- Claim Records

Claim TypeGeneral Purchases/ Taxi/ Others Claim

Claim Items

Add Claim Item

Description	Date Of Receipt	GST	Total Amount(\$)	Charging Account	GL Code	Internal Order	Amount(\$)	Edit	Delete	Copy
Lab equipment purchased from Taobao	09-OCT-2025	0.00	617.90	03INS002449C2200OE01	75100010		617.90		X	

Attachments

File Attachment \*

Maximum file size allowed is 2MB.

选择文件 未选择任何文件 Upload

No	Documents	Action
1	bank account.jpg	X
2	order list.jpg	X

Approver Routing

Charging Account	GL Code	Claim Amount(\$)	Recommender1	Recommender2	Approver
03INS002449C2200OE01	75100010	617.90			Richard She

Verifier

Nelly(SBS)

CLAIM DETAILS

Description \*Lab equipment purchased from Taobao

Currency Code \*Chinese renminbi

Exchange Rate Type \*System Rate

Exchange Rate \*0.18119

Date Of Receipt \*09-OCT-2025

Invoice/Receipt No \*2983221156005208683

Total Receipt Amount \*3410.24

Total Receipt Amount(\$)617.90

Remarks

Add Charging Account

Charging Account	GL Code	Internal Order	Amount(\$)	Edit	Delete
03INS002449C2200OE01 - Richard She-OOE	75100010 - Tch mat/Lab/rsch con		617.90		X

Save Close

Amount(S\$) 617.90

Remarks

Add Charging Account

**WBS** 03INS002449C220OOE01 - Richard She-OOE  
Type the keyword of WBS e.g. M4095 or Consumables etc.. to list the WBS.

**Cost Centre**  
Type the keyword of Cost centre e.g. M0600 or FEE-Micro etc.. to list the Cost centre.

**GL** 75100010 - Tch mat/Lab/rsch con  
Type the keyword of GL e.g. 70405 or Equipment etc.. to list the GL.

**Internal Order**  
GL code for lab orders e.g. E000 or NTU EVENT etc.. to list the Internal Order.

**Amount(S\$) \***

Notes:  
1.Please select either Cost Centre or WBS.  
2.Please contact School Administrator if charging account is not listed.

Save Close

Charging Account Details								
Charging Account	Business Area	GL Code	Internal Order	Tax Code	GST (S\$)	Tax Code Description	Assignment	Amount(S\$)
03INS002449C220OOE01 - Richard She-OOE		75100420 - Other expenses	GL code for reference					150.00