

MASTER OF PUBLIC HEALTH

FOR OFFICIAL USE

CLAIM FOR PRACTICUM EXPENSES

Ref No: _____

Name of Supervisor : _____

Title of Practicum : _____

Reimbursement Details:

Please fill up the table below and also provide a copy of the first page of your bank book.

Name : _____

Registration No. : _____

Address : _____

Telephone No : _____

Name of Bank : _____

Name of Branch : _____

Bank Account No : _____

Expenditure (Claims must be supported with receipts wherever possible)

Consumables : SGD _____

Travel : SGD _____

Others : SGD _____

Total Expenditure : SGD _____

Claimable Amount : SGD _____

Endorsed by Supervisor:

Signature of Student/ Date

Signature of Supervisor/ Date

MPH Administration:
Student has no previous record of Practicum
Fund application and the claim is within
support limits.

Verified by Administrator:

Signature/ Date

Approved/ Not Approved

Signature of Program Director

Date

For Use by Finance:

CO	PK	Vendor/ GL a/c	Amount	GST Code	WBS

PRACTICUM FUND: GUIDELINES

The Practicum Fund has been set up to support you in regard to expenses that occur in the course of your Practicum project. It is not the purpose of the Fund to support students in regard to general expenses that occur in the course of their research and education.

You may claim 100% of the actual expenditure, subject to a maximum of SGD500 per student throughout your candidature period. In exceptional circumstances, additional support will be considered on a case-by-case basis and must be approved in advance by the program director.

All expenditure will need to be coordinated with and approved by the Practicum supervisor.

The follow examples illustrate items that are claimable and non-claimable through the Practicum Fund.

Examples of Items Claimable

- Airfare/accommodation/travel insurance for necessary travel in relation to the project (details regarding the places and/or countries to be visited, the purpose and duration must be provided)
- Public transportation (receipts to coincide with the period for the project)
- Cost of data gathering/questionnaires/surveys
- Cost of postage and photocopying of materials (list of materials photocopied has to be submitted)
- Books that are not available in the library and that the library does not want to acquire (proof necessary)
- Costs of participation in events where participation is necessary for the research project

Examples of Items NOT claimable

- General consumables such as stationery
- Text books or books that are available through the library
- Photocopying/binding of dissertations/theses or project reports
- Audio and video equipment

You may submit the claims at the end of the practicum project; or when the cost of claimable items has reached the maximum of SGD500, whichever is earlier. Please submit the forms, supported by the necessary receipts, to Mrs Diane Lai or Ms Monica Tan.