## <u>The Department of Electronic & Computer Engineering</u> Final Year Project Support Grant – Reimbursement Form

For Dept. Use Only
Form ID.:

## Form C

## Rules & Terms:

- 1. The maximum grant support for each project is HK\$20,000. You could claim items that not mentioned in your applications (subject to grant availability), but prior discussion and written approval from supervisor are needed. Proof should be provided upon reimbursement
- 2. At least two quotations should be provided if the item is exceeded HK\$5,000.
- 3. You should check with Mr H Y Man, our Storekeeper, at <u>eehym@ust.hk</u> before purchase of any items.
- 4. You should complete Form C for claims of items supported by FYP Support Grant. Bring all original receipts of purchase and Form C to supervisor for seeking approval of reimbursement and identifying of returnable and consumable items. Returnable items should be returned to the Department at the end of the project.
  - \* You are NOT ALLOWED to purchase the general tools (such as screwdriver, cutter, pliers, etc) or stationery (such as folder, floppy disk, CD, poster board, foam board, etc) from the FYP budget. Such items should be provided by yourself.
  - \* All purchases of mobile phone and computer must be arranged via the PURO and Computer Support Team through the e-Procurement system respectively.

After the intended use, e.g. completion of the research project, the mobile phone and computer should be returned to the PURO who will keep the stock for future use by other departments / offices if necessary.

Purchase of new mobile phone will not be required if the existing stock kept by the PURO can already fulfill the requirements.

- 5. After seeking approval from supervisor, please send original receipts and Form C to Ms. Rita WONG at ECE General Office Room 2457 for processing reimbursement within one month from the date of invoice. Late claims will NOT be entertained.
- 6. Online submit the claims via "Expense Claim for Student e-form".
- 7. Please note that <u>NOT</u> all the claims will be entertained as they are subject to the approvals of project supervisor and the FYP Coordinator.

8. Regular budget for consumable and returnable items are also provided. For reimbursement of consumable and returnable items, please complete Form A and B respectively. Details could be found at <a href="https://course.ece.ust.hk/fyp22/?page\_id=75">https://course.ece.ust.hk/fyp22/?page\_id=75</a>.

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Desired and a						
Project code:						
No. of students in this project						
Name of Project Supervisor						
Name of the student responsible for the						
claim (Full name in block letters)						
Student ID number		Email account				
Contact phone no.						
Signature of Student						
Signature of Project Supervisor						
Date submitted						

## **List of Items:**

No.	Description of Each Item	Consumable / Returnable Items (Please specify whether the returnable items to be returned to department or supervisors.)	Quantity	Amount
			Total	