

Final Year Project Support Grant – Reimbursement Form

Form ID.:

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 eehym@ust.hk 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.

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 **NOT** 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 https://course.ece.ust.hk/fyp22/?page_id=75.

Complete Form A and B respectively. Details could be found at http://www.cerix.com.sg/1221page10 .			
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			

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