



College of  
**Graduate  
Research Studies**

# Submitting claim through **Students' E-Claim System (SES)**

Singapore Rising Scholars Conference 2025

Registration Fees

*Eligible for PhD (ARP) Students only with sufficient CGRS Conference Funding Balance or PDF / IDF Award*

# Gentle Reminder

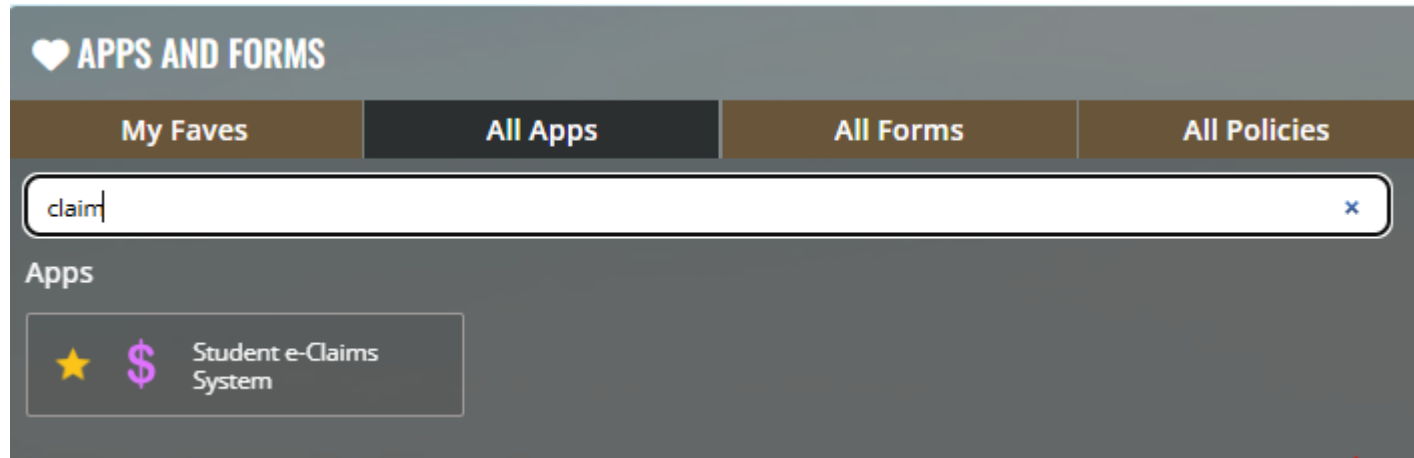
Submit claim through SES only **AFTER** attending the conference

1. Sign your attendance when registering for the conference
2. Submit your claim within 3 months from the date of the conference
3. Make sure your bank details are updated on OASIS


For any further questions, please write in to [cgrs@smu.edu.sg](mailto:cgrs@smu.edu.sg)

# OASIS | Home

1. Head to OASIS
2. Under “All Apps”, search for “Student e-Claims System”



### 3. Select “Claims under Schools, Offices, Centres, Institutes – Create a new claim”



## Students Claim Form

Date: 18-Mar-2025

**New Claim** | Claim History

#### General Notes

- This form is to be used for reimbursement of expenses to students. You are to submit your claims individually and not on behalf of someone else.
- All claims must be submitted within 3 months from the date of the expense (receipts, invoices, etc.) is incurred to facilitate timely reimbursement processing and recording of the transactions in the correct accounting period. Claim submitted beyond the 3 months' timeframe will not be permitted for reimbursement.
- Expenses incurred around the same period/timeframe for the same course/event/group should be submitted in one form, complying to the timeline mentioned above.
- File upload allows up to 5 files, with each file size not exceeding 10 MB. Best practice is to compile your receipts in sequence of line item into a **single word doc or pdf**.

#### User Guide to Submitting Claim

- [Please click here for the Step-by-Step Guide to Submitting Claims](#)

#### Declaration of GST for Items Purchased from Overseas

- For GST reporting purpose, your declaration is required for goods imported from overseas by air/post with individual item value less than S\$400 and did not include GST. **Please remember to tick the box inside the claim form.**

#### Supporting Documents

- To avoid any delay in the reimbursement process, please take note of the key guidance to make sure you provide the right supporting documents when you submit claims. [Click here to Guide to Supporting Documents.](#)
- Any insufficient information or inaccurate information provided will result in your claim being rejected and you will be required to resubmit your claim and go through the approval process again.
- For awards/prizes/vouchers/gifts, a name list of students benefiting must be attached. [Click here for form to be completed and attached with your claim.](#)
- For catering/F&B purchase, the following details must be provided. *(Purpose of catering, date of activity/event, numbers of SMU faculty/ staff/ students and the numbers of external guests.*

Claims under SMU Student Association  
(C326)  
Create a new claim

Claims under Schools, Offices, Centres,  
Institutes  
Create a new claim

- 4. Make sure bank account details updated in OASIS
- 5. Input the details and attach supporting documents

Cost Centre: C211

Verifier 1: yishanwang@smu.edu.sg

Claims under Schools, Offices, Centres or Institutes

Name as per Campus ID \*

Student Name

Campus ID \*

Fund Centre

Description of Claim \*

SRSC 2025 Conference Registration Fee

Verifier 1 \*

yishanwang@smu.edu.sg

Verifier 3

☐ I declare that I have updated my bank account details in OASIS \*


Cost Centre \*

C211

Internal Order ⓘ

Fund Code ⓘ



File Upload \* ⓘ

1. Order Confirmation with your name & details (from SRSC Webpage)  
2. Bank Transcript/ Screenshot of credit card deduction  
 Attach file

Verifier 2

Approver

LINE ITEM DETAILS \*

#	Receipt #	Date of Receipt	Description of Purchase	Type of Expense	GST Code ⓘ	Amount Incl. GST (\$)	GST (\$)	Before GST (\$)	Item is located outside SG and delivered to SG via air or post upon purchase with its individual value less than S\$400 and no GST shown on supporting doc.	+
1			Registration Fee	7601055	9%	109	9.00	100.00	<input type="checkbox"/>	

Total (\$) : 100.00  
Total Including GST (\$) : 109.00

# Approval Review



## 5. Upon submission, CGRS would review the following

1. Signed conference attendance;
2. CGRS Conference Funding Balance of the student;
3. Supporting documents attached in SES



## 6. Once CGRS Dean has approved, it will be sent to Finance for processing.



## Estimated Receive Payment Date

*Example:*

*Approved Date (01 – 15 May), Receive payment by 30 May*

*Approved Date (16 – 31 May), Receive payment by 14 June*