

## **LASALLE College of the Arts**

### **POINTS TO NOTE FOR SUBMISSION OF STUDENT PROJECT CLAIMS**

- All expenditure must be supported by original supporting documents, and showing evidence for its incurrence and purpose
- Expenditure must be serially numbered for completeness

### **NOTES TO STUDENTS**

#### Proof of Payment

*Goods or Services purchased through online shopping platform such as Carousell, Shopee, etc*

- Ask seller to acknowledge receipt of payment
- Take a screenshot / photo of that acknowledgement
- Use the screenshot / photo of the acknowledgement as proof of payment
- Screenshots / photos of items being ordered are not proof of payment
- Screenshots / photos must clearly show that you have paid and the seller has received your payment

*Goods or services purchased from retail shops*

- Use the receipt or invoice issued by the shop as proof of payment.
- NETS slip and Credit Card Slip do not constitute as receipts.

#### Receipts that have faded are not accepted.

- Make a photocopy or take a photo of the receipt to avoid submitting faded receipts
- Use the photocopy or photo of the receipt to submit your claim.

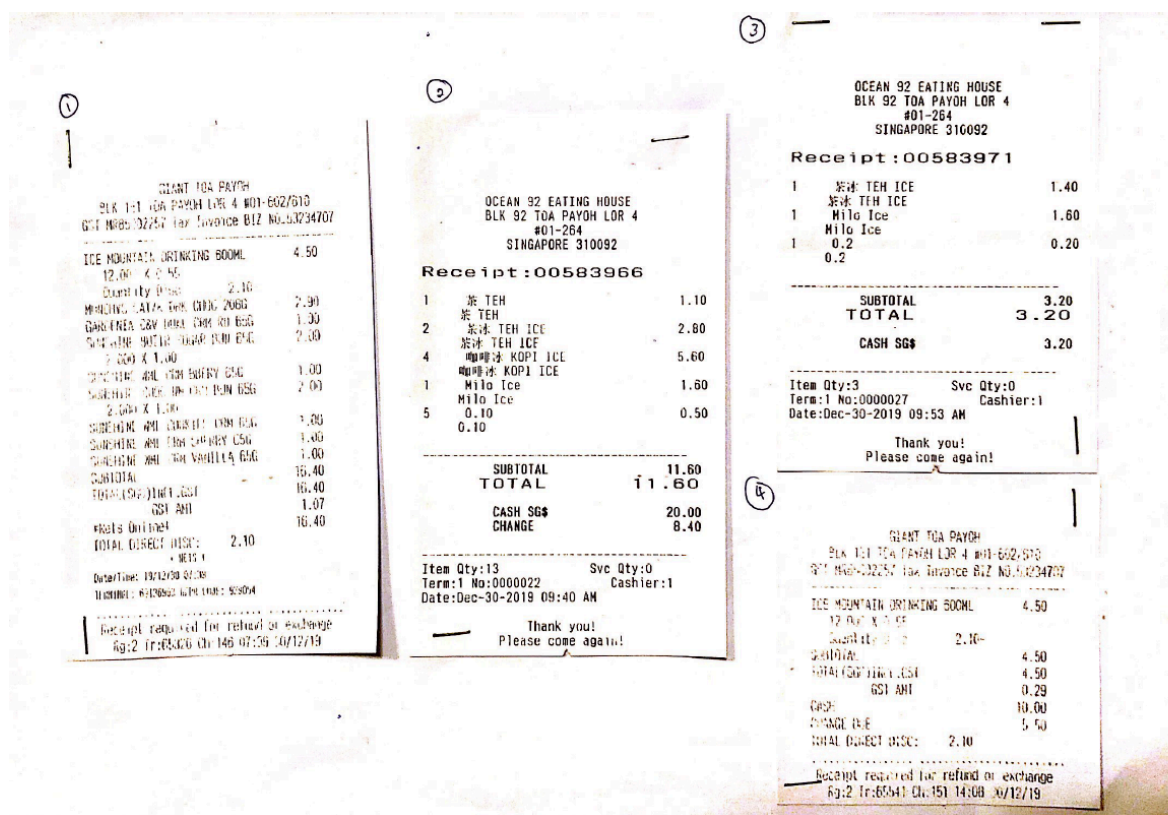
Please note that there is no reimbursement if there are no supporting receipts/invoices or other proof of payment. Self-issued receipts are strictly not acceptable.

## LASALLE College of the Arts

Receipts / proof of payment are to be properly numbered

- Receipts or proof of payment must be numbered correspondingly with that on the Student Reimbursement Claim Form.

Example:



FOOD & DRINKS CLAIMS			
Number of Receipt	Description of Claims	Date	Amount
1	GIANT - Mineral Water & Breakfast (Cam Test)	30/12/19	\$16.40
2	Ocean 92 - Morning Drinks (Cam Test)	30/12/19	\$11.60
3	Ocean 92 - Morning Drinks (Cam Test)	30/12/19	\$3.20
4	GIANT - Mineral Water (Cam Test)	30/12/19	\$4.50