## 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:

	3	OCEAN 92 EATING HOUSE Bik 92 Toa Payoh Lor 4 #01-264 Singapore 310092
		Receipt:00583971
CILANT 103 FAVTH BLK 1-1 (GR FAMILH LVK 4 K01-602/610 GTT NRBS/02/57 Tay Invence BL2 No.53/234707 ICE NOUNTAL URINKING 600HL 4.50 12.00 4.0 55	0CEAN 92 EATING HOUSE BLK 92 TOA PAYOH LOR 4 #01-264 \$1NGAPORE 310092	1 %:#: TEH ICE 1.40 #:#: TEH ICE 1.60 Hilo Ice 1.60 Hilo Ice 0.20 0.2
Durnt (by 1955) 2.16   Mindling, LALA, Key, ODA (2006) 2.90   Gale (AE), Sey (Max, Dec) 1.30   Satisfies (AE), Constanting (Satisfies) 2.00   2.00 (X, Lo) 2.00	1 第 TEH 1.10   第 TEH 1CE 2.80   第 TEH 1CE 2.80   第 TEH 1CE 5.60   電気調査 KOPI ICE 5.60   1 MID 1CE   1 MID 1CE   5 0.10 0.50   0.10 0.50	TOTAL 3.20   CASH SG\$ 3.20   Item Oty:3 Svc Oty:0   Term: No:0000027 Cashier:1
C.640134. 15,40 Televicer, 24,71 and 1,451 16,40 Televicer, 24,71 and 1,451 16,40 Televicer, 24,71 and 24,71 16,40 Televicer, 24,71 16,72 Televicer, 24,72 16	SUBTOTAL 11.60   TOTAL 11.60   CASH S65 20.00   CHANGE 8.40   Item Oty:13 Svc Oty:0   Term:1 No:0000022 Cashier:1   Date:Dec-30-2019 09:40 AN   Thank you! Thank you!	Bitest Tola Payon   PLK Tol Tola Payon   PLK Tol Tola Payon   St' Mon-D2255' Tak Invaries Biz No.5:024707   Tos No.5:024707   Tos No.5:05   Tob No.5:05   Tob No.5:05   Tob No.5:05   Tob No.5:05   Tob No.5:05
Gettingt required for removing excenting 6g:2 (7:65326 Ch:146-07:59 (0/12/19	Please come again!	Carstitute 5 2.10- 2.010178. 4.50 10141(50*116+1.651 4.50 651.001 0.29 Carsti 0.00

Co.9 Le. 611 (1. 161 161 14.00	nge
6g:2 Tr:65541 Ch:151 14:08 30/12/	9

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	
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