

SINGHEALTH MEDICAL STUDENTS TALENT DEVELOPMENT AWARD – TRAVEL (SMSTDA-TRAVEL) FUNDING GUIDELINES

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<https://www.singhealthdukenus.com.sg/amcompass-resources/Pages/Guidelines-and-Forms-Repository-for-AM-Grants.aspx>

S/N	Type of Expenditure	Description & Qualifying Conditions
<p>Only expenses mentioned below are claimable for SMSTDA Travel.</p> <p>1. Other Operating Expenses (All expenses are to be incurred within the grant validity period)</p> <p>All transactions are to be supported by invoices for claims and audit purposes and should be incurred for awarded project and student awardee. Failure to provide invoices and if there is uncertainty on amounts claimed, the expenses may not be able to be claimed by the student.</p>		
1.01	Flight tickets	SMSTDA Travel Award will only support economy airfare from Singapore to conference destination and from conference place to Singapore for awarded Project.
1.02	Visa fees	Allowable if the expenditure incurred is related to the awarded Project.
1.03	Subsistence allowance	<p>Allowable if the expenditure incurred is related to the awarded Project associated with the conference.</p> <p>Subsistence allowance is based on daily subsistence rates provided by Joint Office of Academic Medicine (JOAM) staff for the actual duration of overseas conference and 1 additional day.</p> <p>Students are required to inform JOAM Point-of-Contact (email: lin.fenru@duke-nus.edu.sg) on the travel dates, conference dates and evidence of conference invitation or registration <u>at least 2 months prior to travel</u>. Upon confirmation by OAM staff, students will be informed on the subsistence allowance allowed to be claimed.</p> <p>This daily subsistence allowance covers expenses relating to meals, accommodation, transport, insurance and all other incidental costs. In general, schools are expected to cover travel insurance for school-related purposes. In the event that the school does not cover it, students may tap on subsistence allowance for insurance expenses. The student shall bear the travel insurance premium for extended trips (if any) that are not related to the purpose of the approved overseas conference.</p>
1.04	Conference registration fees	Allowable if the expenditure incurred is related to the awarded Project associated with the conference. Students are to ensure that they provide evidence of attending the conference.
1.05	Printing and photocopying charges	Allowable if the expenditure incurred is related to the awarded Project associated with the conference.
1.06	Bank charges	Allowable if the expenditure incurred is related to the transactions mentioned above.