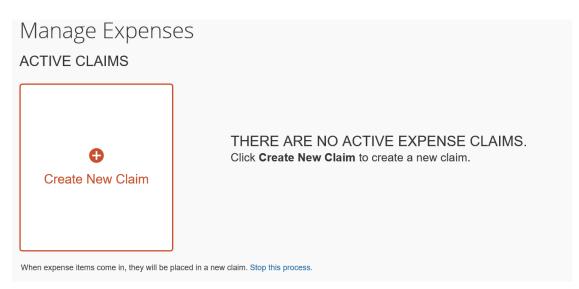


USER GUIDE

Claim of KV1UP Moving and Internet Transfer Expenses using NUS CONCUR system

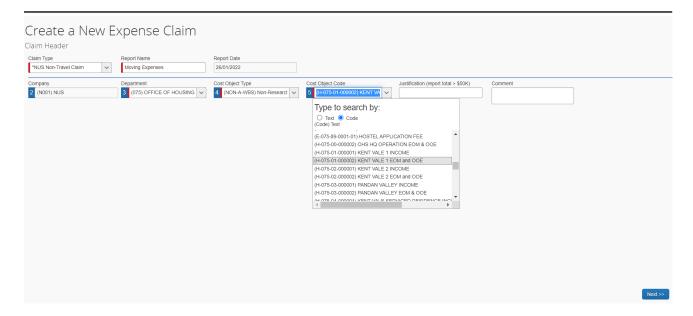
Login to https://nusconcur.nus.edu.sg/

1. Click on <Create New Claim>.



- 2. Specify the following inputs:-
 - Claim Type: NUS Non-Travel Claim
 - Report Name: Enter the expenses you are claiming (e.g. Moving expenses OR Internet transfer expenses)
 - Rreport date: Should be the current date when you make the claim
 - Department: Select (075) OFFICE OF HOUSING SERVICES
 - Cost Object Type: Select (Non-R-WBS) Project WBS Element
 - Cost Object Code:
 - o For relocation to KV1, select H-075-01-000002 (Kent Vale 1 EOM and OOE).



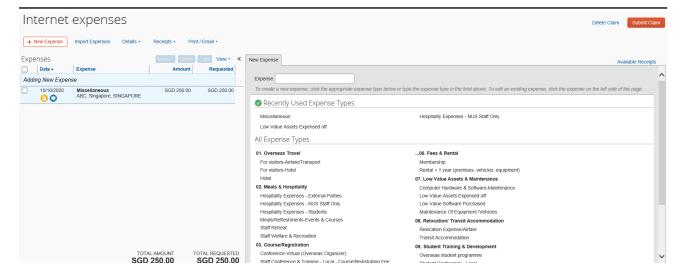


- 3. Click **<Next>** option at bottom right of the screen.
- 4a Proceed with the following inputs for Internet allowance:-
- Expense Type: Miscellaneous
- Miscellaneous Purpose: Telephone, Internet, License Fees



- Transaction Date: **Date of invoice** received from the Vendor (i.e. movers or internet transfer telco).
- Vendor Name: Specify name of internet transfer telco (as per invoice).
- City of Purchase: Singapore
- Payment Type: Specify payment type made (e.g. Cash).
- Amount: Must <u>NOT</u> exceed the cap of \$250 for Internet Transfer Expenses; and specify SGD.
 Note: Do not state the full invoice amount if it is above the permissible cap as claim will be rejected.
- Receipt Status: Receipt
- Comment: You may indicate what type of expenses you are claiming
- MANDATORY: Attach the invoice, official receipt and email confirmation from OHS (in which the claimable amounts are specified).
- Click **<Submit Report>** option (at top right corner of the screen) to submit the claim report.

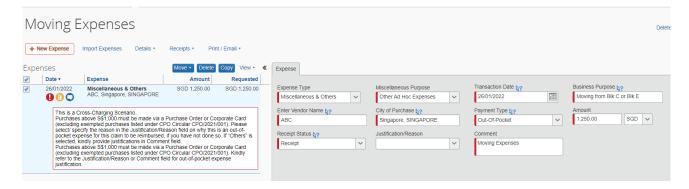




- 4b Proceed with the following inputs for moving expenses:-
 - 5. Expense Type: Miscellaneous
 - 6. Miscellaneous Purpose: Other Services (For unavailable expense type).

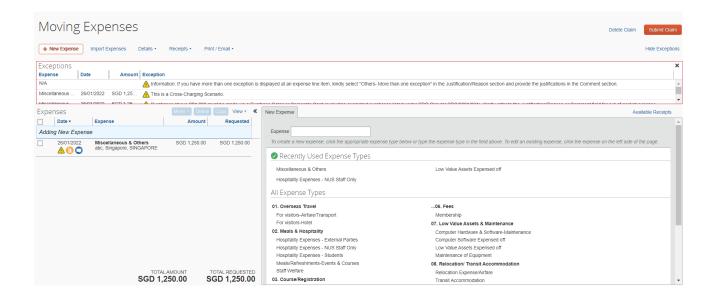


- Transaction Date: **Date of invoice** received from the Vendor (i.e. movers or internet transfer telco).
- Vendor Name: Specify name of movers (as per invoice).
- City of Purchase: Singapore
- Payment Type: Specify payment type made (e.g. Cash).
- Amount: Must <u>NOT</u> exceed the cap of \$1,250 for Moving Expenses; and specify SGD.
 <u>Note:</u> Do not state the full invoice amount if it is above the permissible cap as claim will be rejected.
- Receipt Status: Receipt
- Comment: You may indicate what type of expenses you are claiming
- MANDATORY: Attach the invoice, official receipt and email confirmation from OHS (in which the claimable amounts are specified).





4. Click **<Submit Report>** option (at top right corner of the screen) to submit the claim report.



END OF USER GUIDE