
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**)
- Report 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:
 - For relocation to **KV1**, select **H-075-01-000002 (Kent Vale 1 EOM and OOE)**.

Create a New Expense Claim

Claim Header

Claim Type *NUS Non-Travel Claim	Report Name Moving Expenses	Report Date 26/01/2022
Company 2 (N001) NUS	Department 3 (075) OFFICE OF HOUSING	Cost Object Type 4 (NON-A-WBS) Non-Research
Cost Object Code 5 (H-075-01-000002) KENT VA		Justification (report total > \$50K)
Comment Type to search by: <input type="radio"/> Text <input checked="" type="radio"/> Code (Code) Text (E-075-89-0001-01) HOSTEL APPLICATION FEE (H-075-00-000002) OHS HQ OPERATION EOM & OOE (H-075-01-000001) KENT VALE 1 INCOME (H-075-01-000002) KENT VALE 1 EOM and OOE (H-075-02-000001) KENT VALE 2 INCOME (H-075-02-000002) KENT VALE 2 EOM and OOE (H-075-03-000001) PANDAN VALLEY INCOME (H-075-03-000002) PANDAN VALLEY EOM & OOE (H-075-04-000001) KENT VALE 3 INCOME (H-075-04-000002) KENT VALE 3 EOM and OOE		

[Next >>](#)

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**

Expense Type Miscellaneous	Miscellaneous Purpose Telephone, Internet, Licence 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 NOT 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.

Internet expenses Delete Claim

[Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses			
Date	Expense	Amount	Requested
10/10/2020	Miscellaneous ABC, Singapore, SINGAPORE	SGD 250.00	SGD 250.00

TOTAL AMOUNT: **SGD 250.00** TOTAL REQUESTED: **SGD 250.00**

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Miscellaneous
- Hospitality Expenses - NUS Staff Only
- Low Value Assets Expensed off

All Expense Types

- 01. Overseas Travel**
 - For visitors-Airfare/Transport
 - For visitors-Hotel
 - Hotel
- 02. Meals & Hospitality**
 - Hospitality Expenses - External Parties
 - Hospitality Expenses - NUS Staff Only
 - Hospitality Expenses - Students
 - Meals/Refreshments-Events & Courses
 - Staff Retreat
 - Staff Welfare & Recreation
- 03. Course/Registration**
 - Conference-Virtual (Overseas Organizer)
 - Staff Conference & Training - Local - Course/Registration Fee
- ...06. Fees & Rental**
 - Membership
 - Rental < 1 year (premises, vehicles, equipment)
- 07. Low Value Assets & Maintenance**
 - Computer Hardware & Software-Maintenance
 - Low Value Assets Expensed off
 - Low Value Software Purchased
 - Maintenance Of Equipment /Vehicles
- 08. Relocation/ Transit Accommodation**
 - Relocation Expense/Airfare
 - Transit Accommodation
- 09. Student Training & Development**
 - Overseas student programme

4b Proceed with the following inputs for moving expenses:-

5. Expense Type: **Miscellaneous**
6. Miscellaneous Purpose: **Other Services (For unavailable expense type).**

Expense Type

Miscellaneous

Miscellaneous Purpose

r unavailable expense types

- 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 NOT exceed the cap of \$1,250 for Moving 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).

Moving Expenses Delete

[Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses			
Date	Expense	Amount	Requested
26/01/2022	Miscellaneous & Others ABC, Singapore, SINGAPORE	SGD 1,250.00	SGD 1,250.00

This is a Cross-Charging Scenario. Purchases above S\$1,000 must be made via a Purchase Order or Corporate Card (excluding exempted purchases listed under CPO Circular CPO/2021/001). Please select/ specify the reason in the Justification/Reason field on why this is an out-of-pocket expense for this claim to be reimbursed, if you have not done so. If "Others" is selected, kindly provide justifications in Comment field. Purchases above S\$1,000 must be made via a Purchase Order or Corporate Card (excluding exempted purchases listed under CPO Circular CPO/2021/001). Kindly refer to the Justification/Reason or Comment field for out-of-pocket expense justification.

Expense

Expense Type: Miscellaneous Purpose: Transaction Date: Business Purpose:

Enter Vendor Name: City of Purchase: Payment Type:

Amount: SGD

Receipt Status: Justification/Reason: Comment:

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

Moving Expenses Delete Claim **Submit Claim**

[+ New Expense](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#) [Hide Exceptions](#)

Expense	Date	Amount	Exception
N/A			Information: If you have more than one exception is displayed at an expense line item, kindly select "Others- More than one exception" in the Justification/Reason section and provide the justifications in the Comment section.
Miscellaneous ...	26/01/2022	SGD 1,250.00	This is a Cross-Charging Scenario.

Date	Expense	Amount	Requested
26/01/2022	Miscellaneous & Others abc, Singapore, SINGAPORE	SGD 1,250.00	SGD 1,250.00

TOTAL AMOUNT **SGD 1,250.00** TOTAL REQUESTED **SGD 1,250.00**

New Expense Available Receipts

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Miscellaneous & Others
- Hospitality Expenses - NUS Staff Only
- Low Value Assets Expensed off

All Expense Types

01. Overseas Travel For visitors-Airfare/Transport For visitors-Hotel 02. Meals & Hospitality Hospitality Expenses - External Parties Hospitality Expenses - NUS Staff Only Hospitality Expenses - Students Meals/Refreshments-Events & Courses Staff Welfare 03. Course/Registration	..06. Fees Membership 07. Low Value Assets & Maintenance Computer Hardware & Software-Maintenance Computer Software Expensed off Low Value Assets Expensed off Maintenance of Equipment 08. Relocation/ Transit Accommodation Relocation Expense/Airfare Transit Accommodation
---	--

END OF USER GUIDE