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## CARES Staff Claim Updates

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 1 attachment (129 KB)

Claim Form Template.xlsm;

To all staff who travel for CARES-related reasons,

This email is to update everyone about the new staff claim form (for non-Expensify users) - attached to this email - and also just a reminder/update on various aspects of expense claim eligibility.

Going forward when a non-Expensify user is submitting a staff claim in Synergix (for a travel trip with multiple expenditures/receipts), please kindly fill out the (attached) new expense claim form and add it as an attachment to your claim in Synergix. The form itself also contains various useful information, so kindly refer to it prior to your trip.

For Expensify users (usually PIs) there is no need to use this form for your Travel expenditures but please kindly remember to state the purpose of incurring the expense when submitting expenses in Expensify.

Below are the reminder / updates on claim eligibility:

### **[Food]**

- PI & Co-Is: Working breakfast/lunch/dinner meal claims are allowed, where they make good use of your limited time to talk about work, but you are only allowed to spend up to \$50/pax (unless approved by Finance to go above cap)
- Researchers/staff: You may only claim your own portion when travelling, and you are subject to a cap of \$50 per meal (unless approved by Finance for specific reasons). If one or more CARES researchers/staff are travelling together, and one pays for the others, we require your PI's separate written approval for you to claim the entire bill (Otherwise subject to default max \$50)
- Meals prior to, and after, a travel trip cannot be claimed

### **[Data Plan]**

- On board plane Wi-Fi expense: PI and CO-I levels, for business purpose only

- General Data claim: Capped at \$12 (7 days or less)  
Capped at \$20 (14 days or less)  
Capped at \$30 (15 days to 30 days)  
Anything above 30 days will follow to the above (Example 2 and 1/2

months will be \$80 max)

*Capped amount will be reviewed every 31 Dec*

**[Laundry]**

- Depends on how long you are there for, and any available washing facilities. 14 days+ will be considered a fair gauge if claiming for detergent or inexpensive washing services. We would not generally expect you to use expensive "in-hotel" clothes cleaning services.

Lastly, kindly be reminded once again that personal expenditures are strictly not allowed to be claimed. If you are uncertain, please do ask the HR team for advice BEFORE purchasing (where possible), or at least prior to submitting your claim.

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Many thanks,  
Liz

**Elizabeth MacRae**

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