

From: Chew Jian Yue (SUSS)
To: "Ng Yu Zhen (SUSS)"
Cc: Chew Wee Ling (SUSS)
Subject: RE: Honorarium Payments to Roger Slee
Date: Tuesday, October 24, 2023 2:14:00 PM
Attachments: image008.png
image009.png
[Internal PR] - UOB TRAVEL PLANNERS PTE LTD.eml
Importance: High

Hi Yu Zhen

We engaged UOB TP for his travel airfare.

Please see the PR raised by Margaret in the email attached.

Thank you.

Chew Jian Yue
Executive | Student SucceSS Centre

Singapore University of Social Sciences
463 Clementi Road, Singapore 599494
t +65 6240 8954 | suss.edu.sg

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From: Ng Yu Zhen (SUSS) <yzng@suss.edu.sg>
Sent: Tuesday, October 24, 2023 2:05 PM
To: Chew Jian Yue (SUSS) <jychev@suss.edu.sg>
Cc: Chew Wee Ling (SUSS) <wichev@suss.edu.sg>
Subject: RE: Honorarium Payments to Roger Slee

Hi Jian Yue,

Noted on the speaker fee as for the airfare is there any reimbursement to him?

Regards,
Yu zhen

From: Chew Jian Yue (SUSS) <jychev@suss.edu.sg>
Sent: Tuesday, October 24, 2023 1:57 PM
To: Ng Yu Zhen (SUSS) <yzng@suss.edu.sg>
Cc: Chew Wee Ling (SUSS) <wichev@suss.edu.sg>
Subject: RE: Honorarium Payments to Roger Slee
Importance: High

Hi Yu Zhen

We only pay for 0.5 days for our workshop speaker fees, as per SSC's total engagement with Roger. I have informed EL side to pay the amount for the time they engaged services with Roger Slee.

Thank you.

Chew Jian Yue
Executive | Student SucceSS Centre

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From: Ng Yu Zhen (SUSS) <yzng@suss.edu.sg>
Sent: Tuesday, October 24, 2023 1:55 PM
To: Chew Jian Yue (SUSS) <jychev@suss.edu.sg>
Subject: FW: Honorarium Payments to Roger Slee
Importance: High

Hi Jian Yue,

Any airfare reimbursement to speaker?

Meanwhile, can I confirm the honorarium amount should be \$2,500 or \$1,500?

PR Number	Material	Short Text	Line Item Descr.	Quantity	Unit of Measure	Unit Price	Line Item Value in Ori. Doc. Cur.	Currency
7000007789	K40354	Coach/Speaker/Facilitator/ Orangiser Fee	Honorarium for keynote speaker for AEE Conference 2023	1.000	EA	1,000.00	1,000.00	SGD
7000007789	K40351	Coach/Speaker/Facilitator/ Orangiser Fee	Inclusive Practices Workshop with Roger Slee	1.000	EA	500.00	500.00	SGD
7000007789	K40436	Hotel/Other Accommodation	Allowance of \$250 per night hotel accommodation of 7 nig	7.000	EA	250.00	1,750.00	SGD

Annex A
SUSS will provide the following:

- Round-trip economy class air ticket based on the most economical (and direct) route between the country/state of residence and Singapore.
- Allowance of \$250 per night hotel accommodation of 7 nights in Singapore for the duration of the Conference and training period.
- An honorarium of S\$1,000 for the engagement at the Conference.
- An honorarium of S\$1,500 for the 1.5 days professional development training for SUSS staff/faculty.

Regards,
Yu zhen

From: Chew Jian Yue (SUSS) <jychew@suss.edu.sg>
Sent: Tuesday, October 10, 2023 11:22 AM
To: SUSS Accounts Payable (SUSS) <accountspayable@suss.edu.sg>; Ng Yu Zhen (SUSS) <yzng@suss.edu.sg>
Subject: Honorarium Payments to Roger Slee
Importance: High

Hi Account Payable team,

Please refer to the SAP documents for payment processing.

Supplier	PR No.	Description	Amount (SGD)
Roger Clement Slee 1000017193	7000007789/0002	Inclusive Practices Workshop with Roger Slee (Staff Training) (to reclass)	1,500
Roger Clement Slee 1000017193	7000007789/0001	Honorarium for keynote speaker for AEE Conference 2023	1,000

Thank you.

Chew Jian Yue
Executive | Student SUcCeSS Centre

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