



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

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TRAVELLING CLAIM / TRAVELLING
ADVANCEMENT RECONCILIATION

EFFECTIVE DATE : 01/09/2017

DOCUMENT NO. : IUM/GMU/02

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TRAVELLING CLAIM / TRAVELLING ADVANCEMENT RECONCILIATION

Prepared by :-

Approved by :-

Name:
Haslina Shamsuddin

Name:
Prof. Dr. Ratnawati bt Mohd. Asraf

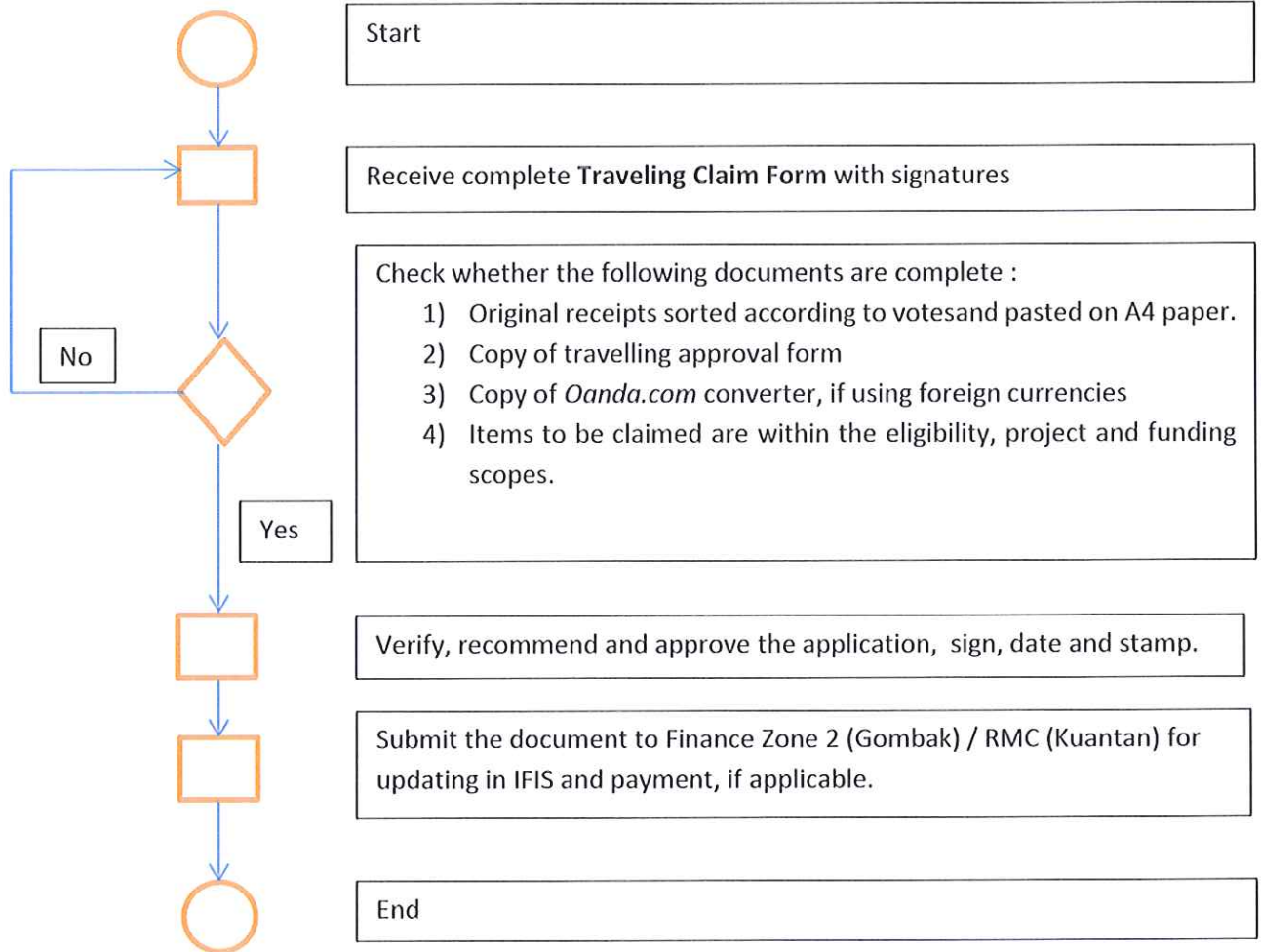
Position : Deputy Director (Administration)

Position : Director, Research Management Centre

Date : 01/09/2017

Date : 01/09/2017

CONTROLLED COPY NO. :



Start

Receive complete **Traveling Claim Form** with signatures

Check whether the following documents are complete :

- 1) Original receipts sorted according to votes and pasted on A4 paper.
- 2) Copy of travelling approval form
- 3) Copy of *Oanda.com* converter, if using foreign currencies
- 4) Items to be claimed are within the eligibility, project and funding scopes.

No

Yes

Verify, recommend and approve the application, sign, date and stamp.

Submit the document to Finance Zone 2 (Gombak) / RMC (Kuantan) for updating in IFIS and payment, if applicable.

End