



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

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REIMBURSEMENT / DIRECT PAYMENT

EFFECTIVE DATE : 01/09/2017

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REIMBURSEMENT / DIRECT PAYMENT

Prepared by :-

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Name:
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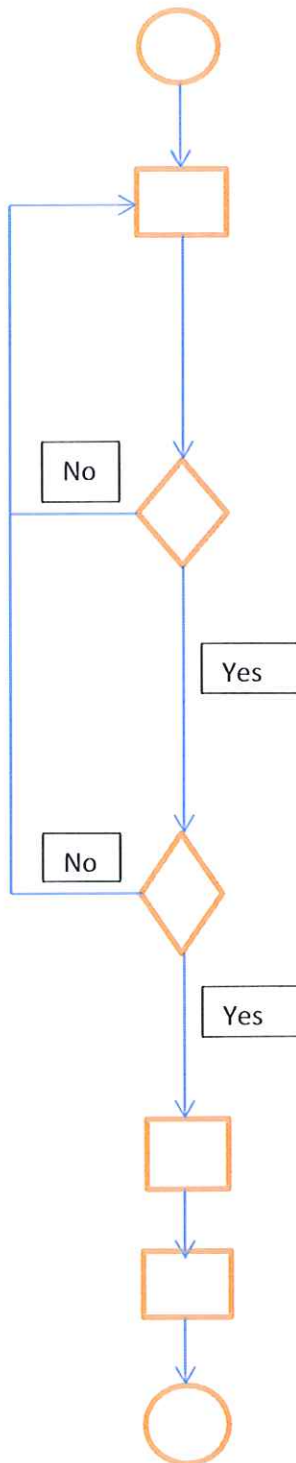
Position : Deputy Director (Administration)

Position : Director, Research Management Centre

Date : 01/09/2017

Date : 01/09/2017

CONTROLLED COPY NO. :



Start

Receive complete **Research Claim Form** with signatures

Check whether the application is complete :

- 1) Original receipts sorted according to votes and pasted on A4 paper.
- 2) Receipts must be processed according to the SOPs of the respective items. For example, if it is for publication fee, please refer to SOP on verification of publication fee. And if it is for payment of honorarium of experts, please refer to SOP on Appointment of experts / students etc under Vote 29000.
- 3) Items purchased must be related to the research and within the scope of the research.
- 4) Recommended by ITD if it is ICT related item.
- 5) A copy of approved budget proposal is attached.

Check in RMS :

- a) balance of grant whether the allocation in the respective vote is sufficient to pay for the reimbursement.
- b) Expiry date of the grant to ensure that the date of the receipt(s) is within the grant period

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

Submit the document to Finance Zone 2 (Gombak) / RMC (Kuantan) for payment

End