



# PROCESSING TRAVELLING CLAIM USING RESEARCH GRANT

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : SUZANAH BINTI UMAR	Name : PROF. DR. AMIR AKRAMIN SHAFIE
Position : ASST. ADMINISTRATIVE OFFICER	Position : DIRECTOR, RMC
Date : 26/7/2023	Date : 26/7/2023

## 1.0 OBJECTIVE

The procedure is established to ensure that the process of travelling advancement using research grant is strictly adhered as per IIUM Financial Policy and funder guidelines.

## 2.0 SCOPE

This procedure is used by the IIUM to process the travelling claim / travelling advancement reconciliation using research grant.

## 3.0 PROCESSING DURATION

The process takes a maximum of five (5) working days.

## 4.0 ABBREVIATION (If any)

D	Director RMC
DD GMU	Deputy Director (Grant Management Unit)
DD RMC Kuantan	Deputy Director RMC Kuantan Campus
HOR	Head of Research
R	Researcher
AD	Assistant Director
AA	Administrative Assistant
FZ2	Finance Zone 2
FU RMC	Finance Unit RMC Kuantan
RMSV2	Research Management System Version 2

## 5.0 REFERENCE

IIUM Financial Policies and Procedures  
 IIUM Policy On Research and Innovation  
 Sponsored Research Guidelines and Procedures 2020  
 Tadbir Urus Geran Penyelidikan Kementerian Pendidikan Tinggi Malaysia  
 Internal Grant Guidelines (RMC / Kull / Centre / Division / Institute / Office)

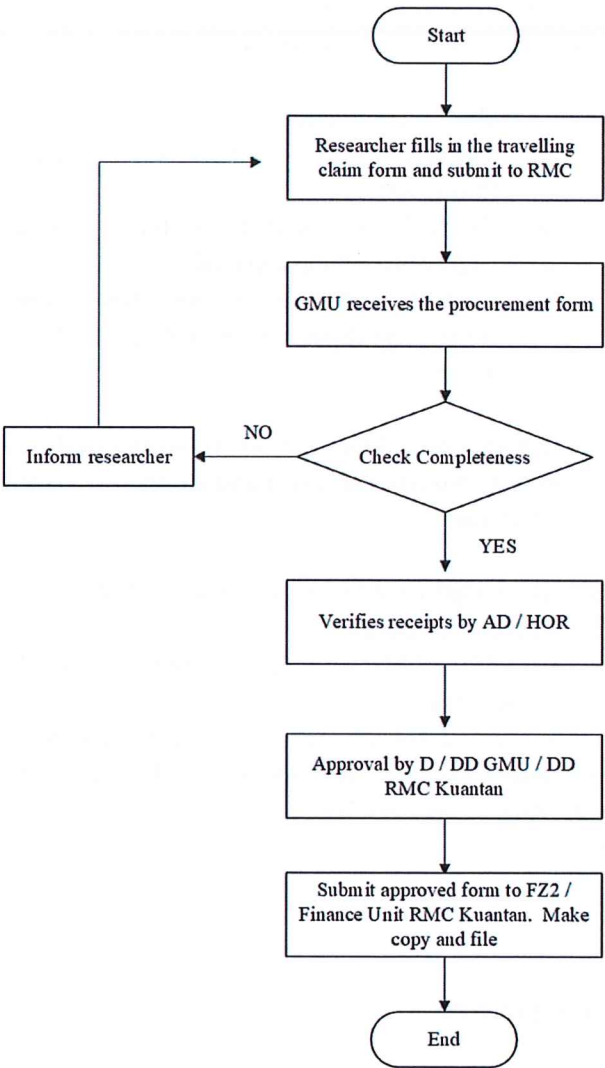
## 6.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
R	6.1 Start
AA	6.2 Researcher fills in Travelling Claim form and submit to GMU, RMC
	6.3 GMU receives the form
	6.4 Check completeness of the form.
	<b>Checklist on completeness:</b> <ul style="list-style-type: none"> <li>a) The details in the form must be complete, signed and stamped by the requestor.</li> <li>b) Original receipts sorted according to vote and pasted on A4 paper.</li> <li>c) Copy of travelling approval</li> <li>d) Copy of Oanda.com converter, if using foreign currencies.</li> <li>e) Items to be claimed are within the eligibility, project and funding scope.</li> </ul>
	<b>If YES</b> , proceed for verification and approval. <b>If NO</b> , return to researcher and inform on the incomplete information / attachment.
AD / HOR	6.5 All receipts must be verified by AD / HOR.
D / DD GMU / DD RMC Kuantan	6.6 Approval authority:
	<ul style="list-style-type: none"> <li>a) RM1 – RM15K – Deputy Director, GMU / Deputy Director RMC Kuantan</li> <li>b) Above RM15K – RM50K – Director, RMC</li> </ul>
AA	6.7 Submit the approved form to FZ 2 / Finance Unit RMC Kuantan
	6.8 Make a copy and file
	6.9 End

## 7.0 RECOND RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Completed PDF application form	7 years after release of appointment letter	Filing room	AA

## 8.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
<p>R</p> <p>AA</p> <p>D / DD GMU / DD RMC Kuantan</p> <p>AA</p>	 <pre> graph TD     Start([Start]) --&gt; Step1[Researcher fills in the travelling claim form and submit to RMC]     Step1 --&gt; Step2[GMU receives the procurement form]     Step2 --&gt; Decision{Check Completeness}     Decision -- NO --&gt; Inform[Inform researcher]     Inform --&gt; Step1     Decision -- YES --&gt; Step3[Verifies receipts by AD / HOR]     Step3 --&gt; Step4[Approval by D / DD GMU / DD RMC Kuantan]     Step4 --&gt; Step5[Submit approved form to FZ2 / Finance Unit RMC Kuantan. Make copy and file]     Step5 --&gt; End([End])                     </pre>	<p><b>Checklist on completeness:</b></p> <ul style="list-style-type: none"> <li>a) The details in the form must be complete, signed and stamped by the requestor.</li> <li>b) Original receipts sorted according to vote and pasted on A4 paper.</li> <li>c) Copy of travelling approval</li> <li>d) Copy of Oanda.com converter, if using foreign currencies.</li> <li>e) Items to be claimed are within the eligibility, project and funding scope.</li> </ul> <p><b>Approval authority:</b></p> <ul style="list-style-type: none"> <li>a) RM1 – RM15K – Deputy Director, GMU / Deputy Director RMC Kuantan</li> <li>b) Above RM15K – RM50K – Director, RMC</li> </ul>