



PROCESSING TRAVELLING CLAIM USING RESEARCH GRANT

Prepared By:-	Approved By:-
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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)

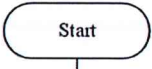
6.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
R	6.1 Start
	6.2 Researcher fills in Travelling Claim form and submit to GMU, RMC
	6.3 GMU receives the form
AA	6.4 Check completeness of the form.
	<p>Checklist on completeness:</p> <ul style="list-style-type: none"> a) The details in the form must be complete, signed and stamped by the requestor. b) Original receipts sorted according to vote and pasted on A4 paper. c) Copy of travelling approval d) Copy of Oanda.com converter, if using foreign currencies. e) Items to be claimed are within the eligibility, project and funding scope. <p>If YES, proceed for verification and approval. If NO, return to researcher and inform on the incomplete information / attachment.</p>
AD / HOR	6.5 All receipts must be verified by AD / HOR.
D / DD GMU / DD RMC Kuantan	6.6 Approval authority:
	a) RM1 – RM15K – Deputy Director, GMU / Deputy Director RMC Kuantan
	b) Above RM15K – RM50K – Director, RMC
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
R	 <pre> graph TD Start([Start]) --> Step1[Researcher fills in the travelling claim form and submit it to RMC] Step1 --> Step2[GMU receives the procurement form] Step2 --> Step3{Check Completeness} Step3 -- NO --> Step4[Inform researcher] Step4 --> Step1 Step3 -- YES --> Step5[Verifies receipts by AD / HOR] Step5 --> Step6[Approval by D / DD GMU / DD RMC Kuantan] Step6 --> Step7[Submit approved form to FZ2 / Finance Unit RMC Kuantan. Make copy and file] Step7 --> End([End]) </pre>	<p>Checklist on completeness:</p> <ul style="list-style-type: none"> a) The details in the form must be complete, signed and stamped by the requestor. b) Original receipts sorted according to vote and pasted on A4 paper. c) Copy of travelling approval d) Copy of Oanda.com converter, if using foreign currencies. e) Items to be claimed are within the eligibility, project and funding scope.
AA		
D / DD GMU / DD RMC Kuantan		<p>Approval authority:</p> <ul style="list-style-type: none"> a) RM1 – RM15K – Deputy Director, GMU / Deputy Director RMC Kuantan b) Above RM15K – RM50K – Director, RMC
AA		