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Workstation: RMC

Version : 00

Revision : 00

Effective : 01/09/2017

**RESEARCH MANAGEMENT CENTRE**

**TRAVELLING CLAIM FORM**

**INSTRUCTION:**

1. Please ensure the following **documents are attached** with the completed form.
2. All expenses must adhere to the General / Funder Guidelines for Research Funding and IIUM Financial Policy.
3. Researcher is responsible to get the approval from the relevant authority prior to travelling.

**CHECKLIST:**

|  |  |  |
| --- | --- | --- |
| **No** | **Items** | **Check List (Please tick)** |
| 1. | Completed Form with signature | ☐ |
| 2. | **Original receipts** sorted according to Votes (pasted on A4 paper) | ☐ |
| 3. | Copy of approval form for Attending Seminar/ Conference / Workshop / Training / Data Collection | ☐ |
| 4. | Proof of expenses: |  |
|  | Conversion proof for expenses not in Ringgit Malaysia – Oanda.com | ☐ |
|  | Copy of online transaction *(if payment through online)* | ☐ |

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| **FOR OFFICE USE** | |
| Document Complete / Incomplete  Date: …………………………………. | **Checked by:**  Name: …………………………………..  Position: ………………………………… |

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| **A** | **REQUESTOR DETAIL** |
|  | Date: |
| Name of Requestor : |
| Staff No./ Matric No.: Salary Grade: Basic Salary: RM |
| K/C/D/I : Tel No. / Mobile No. : |
| Project ID : |
| **B** | **DETAIL OF TRAVELLING** |
|  | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **NO.** | **DETAIL OF TRAVELLING** | | | | | | | | | | | | **1** | **Destination *(✓ where applicable)*** | | | | | | | | | | | |  | Nature of travelling | ☐Conference / Seminar / Workshop / Training | | | | | | | ☐Local | | | |  |  | ☐Data Collection | | | | | | | ☐Overseas | | | |  | Name of Event |  | | | | | | | | | | |  | City / Country |  | | | | | | | | | | |  | Date of Event |  | | | | | | | | | | |  | Amount Approved | RM | | | | | | | | | | | **2** | **Details** | | | | | | | | | | | |  | **Estimated Time And Date** | | | | | | | | | **Total KM working To & Fro** | | |  | **Destination** | | | **From** | **To** | | **Total Time** | | | |  |  | | |  |  | |  | | |  | | |  |  | | |  |  | |  | | |  | | |  |  | | |  |  | |  | | |  | | |  |  | | |  |  | |  | | |  | | |  |  | | |  |  | |  | | |  | | |  |  | | |  |  | |  | | |  | | |  |  | | |  |  | |  | | |  | | |  | **TOTAL** | | | | | | | | |  | | | **3** | **Other cost *(✓ where applicable)*** | | | | | **No. of days or km** | | **RM / day or km** | | | **Total Amount (RM)** | |  | Accommodation  *(according to entitlement)* | | ☐Hotel | | |  | |  | | |  | |  | ☐Lodging | | |  | |  | | |  | |  | Mode of travelling | | ☐Flight – *Air Fare* | | |  | |  | | |  | |  |  | | ☐Own Car - *mileage* | | |  | |  | | |  | |  | Food / Daily allowance *(according to entitlement)* | | | | |  | |  | | |  | |  | Others (please specify): | | | | |  | |  | | |  | |  |  | | | | |  | |  | | |  | |  |  | | | | |  | |  | | |  | |  |  | | | | |  | |  | | |  | |  | 1. **TOTAL CLAIM AMOUNT (RM)** | | | | | | | | | |  | |  | **(B) AMOUNT TRAVELLING ADVANCEMENT TAKEN (RM)** | | | | | | | | | |  | |  | **(B - A) AMOUNT TO REIMBURSE / REFUND (RM)** | | | | | | | | | |  | |  | **PAYABLE TO:** | | | | | | | | | | |  |  |  |  |  | | --- | --- | --- | --- | | **4** | **RESEARCH VOTE** | **IIUM VOTE CODE *(✓ where applicable)*** | | |  | **V21000** | ☐ **B21101 (LOCAL)** | ☐ **B21201 (OVERSEAS)** |  |  |  |  | | --- | --- | --- | | **5** | **DECLARATION BY REQUESTOR** | | |  | I, the requestor of the above, hereby declare that all receipts attached are genuine and the claims are true.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **VERIFIED BY:**  ***(if requestor is not the Principal Researcher)***  Principal Researcher’s : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  Stamp:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **C** | **APPROVAL BY:**  **HEAD OF RESEARCH / DEPUTY DEAN (POSTGRADUATE & RESEARCH) / DEPUTY DIRECTOR (RMC)** |
|  | Approved Not Approved  Comment: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Stamp: Date: |

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| **PROJECT NO** |  |
| **RESEARCH VOTE** |  |
| **TOTAL (RM)** |  |

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| **No.** | **Details** | **Amount (RM)** |
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| **Total** | |  |

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| **I, the researcher of this project, hereby declare that all the above receipts are genuine and the claims are true.**  **Signature: Name:** |

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| **GRED / KATEGORI PEGAWAI UNTUK TUNTUTAN ELAUN, KEMUDAHAN DAN BAYARAN** | | | | | | | | | | | | |
| *(Kumpulan Pengurusan Tertinggi, Kumpulan Pengurusan & Professional Serta Kumpulan Sokongan)* | | | | | | | | | | | | |
| Sumber : Pekeliling Perbendaharaan Bil 3 Tahun 2003 , | | | | | | | | | | | | |
| Pekeliling Perbendaharaan Bil 3 Tahun 2005 & | | | | | | | | | | | | |
| Pekeliling Perbendaharaan Bil 2 Tahun 2006 | | | | | | | | | | | | |
| Pekeliling Perkhidmatan Bil 7 Tahun 2007 | | | | | | | | | | | | |
| Pekeliling Perbendaharaan Bil 8 Tahun 2010 | | | | | | | | | | | | |
|  |  | |  |  |  |  |  |  |  |  |  |
| **TUNTUTAN UNTUK TUGAS RASMI** | | | | | | | | | | | | |
|  | | **ELAUN MAKAN *(setiap 24 jam)*** | | | **SEWA HOTEL** | | | **ELAUN LOGING** | | **PENERBANGAN** | |
|  | | ***TUGAS RASMI*** | | | ***TUGAS RASMI*** | | | ***TUGAS RASMI*** | | ***TUGAS RASMI*** | |
|  | | Semenanjung | Sabah, Labuan | Luar | Semenanjung | Sabah, Labuan | Luar | Semenanjung | Sabah, Labuan | Dalam Negara | Luar Negara |
|  | | Malaysia | & Sarawak | Negara | Malaysia | & Sarawak | Negara | Malaysia | & Sarawak |
| ***Gred*** | | RM | | RM | RM | | RM | RM | |
| Gred Utama / Khas A dan ke atas | | 115 | 165 | 370 | Sebenar (Standard Suite) | | | 80 | 85 | Business | Kelas Satu |
| Gred Utama / Khas B dan C | | 100 | 130 | 340 | Sebenar (Bilik Superior) | | Bilik Biasa | 75 | 80 | Business |
| Gred 53 dan 54 | | 85 | 115 | 320 | Sebenar (Bilik Biasa) | | Bilik Biasa | 70 | 75 | Ekonomi |
| Gred 45 hingga 52 | | 60 | 80 | 270 | 240 | 270 | Rujuk Surat Pindaan | 60 | 70 | Ekonomi |
| Gred 41 hingga 44 | | 45 | 65 | Rujuk Surat Pindaan | 220 | 250 | Rujuk Surat Pindaan | 55 | 60 |  |
| Gred 27 hingga 40 | | 40 | 55 | Rujuk Surat Pindaan | 200 | 230 | Rujuk Surat Pindaan | 45 | 50 |  |  |
| Gred 17 hingga 26 | | 40 | 55 | Rujuk Surat Pindaan | 180 | 210 | Rujuk Surat Pindaan | 40 | 45 |  |  |
| Gred 1 hingga 16 | | 35 | 50 | Rujuk Surat Pindaan | 160 | 190 | Rujuk Surat Pindaan | 35 | 40 |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |
| 4.12 **Belanja Pelbagai (Tugas Rasmi Dalam Negeri)** | | |  |  |  |  | 5.5 **Belanja Pelbagai (Tugas Rasmi Luar Negara)** | | | |  |
| 4.12.1 seseorang pegawai sama ada bertugas di dalam atau di luar Ibu Pejabatnya adalah layak menuntut Belanja Pelbagai seperti berikut: | | | | | | | 5.5.1 seseorang pegawai layak menuntut Belanja Pelbagai seperti berikut: | | | | |
| (a) bayaran telefon, telegram, bayaran pos dan bayaran faks atas urusan rasmi; | | | | |  |  | (a) tambang pengangkutan awam tempatan jika kenderaan tidak disediakan; | | | | |
| (b) belanja dobi yang disokong dengan resit apabila pegawai menginap di luar Ibu Pejabat tidak kurang dari 3 malam; | | | | | | | (b) bayaran telefon, telegram, bayaran pos dan bayaran faks atas urusan rasmi; | | | | | |
| (c) bayaran Cukai Lapangan Terbang yang disokong dengan resit; | | | |  |  |  | (c) belanja dobi yang disokong dengan resit; | | |  |  |
| (d) bayaran *Excess Baggage* untuk barang-barang rasmi yang disokong dengan resit; dan | | | | |  |  | (d) bayaran Cukai Lapangan Terbang yang disokong dengan resit; | | | | |
| (e) bayaran letak kereta, tol dan tambang feri yang disokong dengan resit. | | | | |  |  | (e) bayaran *Excess Baggage* untuk barang-barang rasmi yang disokong dengan resit; | | | | | |
|  |  | |  |  |  |  | (f) 3% daripada jumlah tuntutan perjalanan sebagai gantirugi berkaitan dengan pertukaran kepada matawang asing; | | | | | |
|  |  | |  |  |  |  | (g) 15% daripada Elaun Makan bagi maksud bayaran *tips, gratuities* atau porterage; dan | | | | | |
|  |  | |  |  |  |  | (h) bayaran pasport antarabangsa dan visa yang disokong dengan resit; | | | | |

**Entitlement for Graduate Research Assistant (GRA)**

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| **Food Allowance** | **Hotel** | **Lodging** | **Mileage** |
| RM20/day | RM100/night | RM50/night | RM0.50 / km |

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| **TUNTUTAN UNTUK KURSUS (KECUALI KURSUS PRA-PERKHIDMATAN)** | | | | | | | | | | | | |
|  | | **ELAUN MAKAN *(setiap 24 jam)*** | | | **SEWA HOTEL** | | | **ELAUN LOGING** | | **PENERBANGAN** | |  |
|  | | ***KURSUS*** | | | ***KURSUS*** | | | ***KURSUS*** | | ***TUGAS RASMI*** | |  |
|  | | Semenanjung | Sabah, Labuan | Luar | Semenanjung | Sabah, Labuan | Luar | Semenanjung | Sabah, Labuan |  |  |  |
|  | | Malaysia | & Sarawak | Negara | Malaysia | & Sarawak | Negara | Malaysia | & Sarawak | Dalam Negara | Luar Negara |  |
| ***Gred*** | | RM |  | RM | RM | | | RM |  |  |  |  |
| Gred Utama / Khas A dan ke atas | | 90 | 120 | 300 | Sebenar (Bilik Biasa) | | | 80 | 85 | Business | Kelas Satu |  |
| Gred Utama / Khas B dan C | | 90 | 120 | 270 | Sebenar (Bilik Biasa) | | | 75 | 80 | Business |  |
| Gred 53 dan 54 | | 70 | 90 | 240 | Sebenar (Bilik Biasa) | | | 70 | 75 | Ekonomi |  |
| Gred 45 hingga 52 | | 60 | 80 | 200 | 145 | 160 | Rujuk Pekeliling | 60 | 70 | Ekonomi |  |
| Gred 41 hingga 44 | | 45 | 65 | Rujuk Pekeliling | 130 | 140 | Rujuk Pekeliling | 55 | 60 |  |
| Gred 17 hingga 40 | | 40 | 55 | Rujuk Pekeliling | 80 | 100 | Rujuk Pekeliling | 35 | 40 |  |  |  |
| Gred 1 hingga 16 | | 35 | 50 | Rujuk Pekeliling | 65 | 80 | Rujuk Pekeliling | 30 | 35 |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |
| **\*NOTA :** | |  |  |  |  |  |  |  |  |  |  |  |
| **1) Elaun Harian adalah 1/2 daripada Elaun Makan *( >= 8 jam < 24jam )*** | | | | |  | **2) "Kursus" :** | Bermakna sebarang kursus atau latihan yang berupa | | | |  |  |
| Elaun Makan tidak layak dituntut jika kemudahan makan disediakan oleh Kerajaan atau Penganjur. Sekiranya sebahagian daripada kemudahan makan disediakan, pegawai hanya layak menuntut bahagian makan yang tidak disediakan tertakluk kepada kadar seperti berikut : | | | | |  |  | akademik atau praktik, lawatan sambil belajar,seminar dan bengkel, yang bercorak latihan. | | | |  |  |
|  | | |  |  |  | **3) Surat** | Sila sertakan surat panggilan / jemputan menghadiri sesuatu mesyuarat/kursus/seminar | | | | | |
| a) Sarapan Pagi | 20 % daripada Elaun Makan | | |  |  | **Panggilan/** | bersama-sama borang tuntutan perjalanan sebagai rujukan untuk tujuan pengiraan | | | | | |
| b) Makan Tengah Hari | 40 % daripada Elaun Makan | | | setiap 24 jam |  | **Jemputan** | elaun-elaun. |  |  |  |  |  |
| c) Makan Malam | 40 % daripada Elaun Makan | | |  |  |  |  |  |  |  |  |  |

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| **ELAUN PERJALANAN KENDERAAN** | | | | | | | | | | | |
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|  |  |  |  |  |  |  |  |  |  | **Sukatan Silinder Kenderaan** | |
| **Jarak perjalanan bertugas** | **Kelas** | | | | | | **Gaji** |  |  | **(c.c)** |  |
| **rasmi bagi tiap-tiap satu bulan** | **A** | **B** | **C** | **D** | **E** |  |  |  |  |  |  |
|  | (sen/ km) | | | | | **A** | Tidak Kurang dari RM 2,625.45 sebulan | | | 1400 c.c dan ke atas | |
| 500 kilometer pertama | 70 | 60 | 50 | 45 | 40 | **B** | Tidak Kurang dari RM 2,333.00 sebulan | | | 1000 c.c dan ke atas | |
| 501 - 1,000 km | 65 | 55 | 45 | 40 | 35 | **C** | Tidak Kurang dari RM 1,820.75 sebulan | | | Di bawah 1000 c.c | |
| 1,001 - 1,700 km | 55 | 50 | 40 | 35 | 30 | **D** | Kurang dari RM 1,820.75 sebulan | | | Tidak Kurang 175 c.c | |
| 1,701 km dan seterusnya | 50 | 45 | 35 | 30 | 25 | **E** | Kurang dari RM 1,820.75 sebulan | | | Di bawah 175 c.c | |

