

الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونِيسْتِي إِسْلَامِيَّةَ مَلَيْسِيَا

(Company No. 101067-P)

IIUM/205/G/4/1/1

11<sup>th</sup> May 2006

All Deans / Directors/Chief Librarian  
Kulliyahs / Centres /Library  
International Islamic University Malaysia

السلام عليكم ورحمة الله وبركاته

**FINANCE DIVISION CIRCULAR NO : 4 YEAR 2006**

## **PROCEDURES AND APPROVING AUTHORITIES FOR OVERSEAS TRAVEL**

### **1.0 OBJECTIVE**

- 1.1 The objective of this circular is to inform all Deans / Directors and all staff of the International Islamic University Malaysia on the procedures and approval authorities for overseas travel.

## 2.0 BACKGROUND

- 2.1 The Secretary General, Ministry of Higher Education (MoHE) as the Controlling Officer in his letter KP/(PT)(BPK) 7555/1/A Jld. 15(14) dated 26<sup>th</sup>. November 2005 has delegated the authority to approve the request for overseas travel to the Vice Chancellor / Rector of the Universities as follows:

No.	Officer	Approving Authority
1.	Dean/Director of K/C/D	Vice Chancellor / Rector
2.	Lecturers and Other Officers	Vice Chancellor / Rector

- 2.2 The delegation of authority as above is subject to the guidelines as stipulated in the Treasury Circular No.19 (1990), Treasury Circular No.5 (1999), Treasury Circular No.3 (2002) and Treasury Circular Letter No.11 (1995).

## 3.0 ELIGIBILITY AND AUTHORITY

- 3.0 We wish to highlight the **general rule** as per the Treasury Circular No.3 /2002 for official overseas travel which covers attending seminar, meeting, consultancy, symposium, conference, visit and short course for duration less than two weeks i.e. **13 days only**.

- 3.1 The detail guideline on the eligibility and authority is as follows:

Officer	Eligibility	Approving Authority
Dean/Director of K/C/D	-Two (2) times a year <u>except</u> for ASEAN countries <i>and</i> -Not exceeding one week i.e. seven (7) days for each trip	<b>Rector</b>
	-More than two (2) times other than ASEAN countries <i>or</i> -Each trip exceeding seven (7) days	<b>Treasury</b>
Other Officers	-To follow general rule i.e. not exceeding 13 days	<b>Rector</b>
	-More than 13 days	<b>Treasury</b>

#### 4.0 APPLICATION PROCEDURES

4.1 The Kulliyahs/Centres/Divisions are requested to follow the rules and guidelines as above. A complete application forms should be sent through our office for purposes of compiling data for submission of quarterly report to the Central Agency. Please ensure that all forms be filled up such as 'Lampiran A', 'Lampiran A1' and 'Lampiran VI' as per attached.

Lampiran A -the application form for oversea trip to be filled up and sign by  
Head of Delegation

Lampiran A1 -all staff involve in the trip to fill up the information on their  
overseas trip for current and previous year

Lampiran VI -all staff involve in the trip to fill up the budget implication of the  
trip

4.2 At least 21 days is required before event date for submission of the complete application form for approval by the Treasury.

4.3 All records on overseas travel should be maintained by the Kulliyahs/Centres/Divisions for future reference.

#### 5.0 IMPLEMENTATION

5.1 The effective date of the implementation is the date of this circular i.e 11<sup>th</sup> May 2006.

5.2 All Deans/Directors/Chief Librarian are kindly requested to take note on the circular and extend the information to relevant staff members at your Kulliyah/Centres/Divisions.

Your cooperation on the above matter is highly appreciated.

Thank you. *Wassalam.*



**AHMAD ZAILAN BIN SHAARI**  
Executive Director  
Finance Division,  
International Islamic University Malaysia.

c.c.

Prof. Dato' Dr. Syed Arabi Idid  
Acting Rector, IIUM

Assoc. Prof. Dr. Mohd. Azmi bin Omar  
Deputy Rector (Academic Affairs and Research)

Prof. Dr. Sano Koutoub Moustapha  
Deputy Rector (Internationalisation and Innovation)

Ustadh Hamidon bin Abdul Hamid  
Deputy Rector (Student Affairs and Alumni)

Attachment:

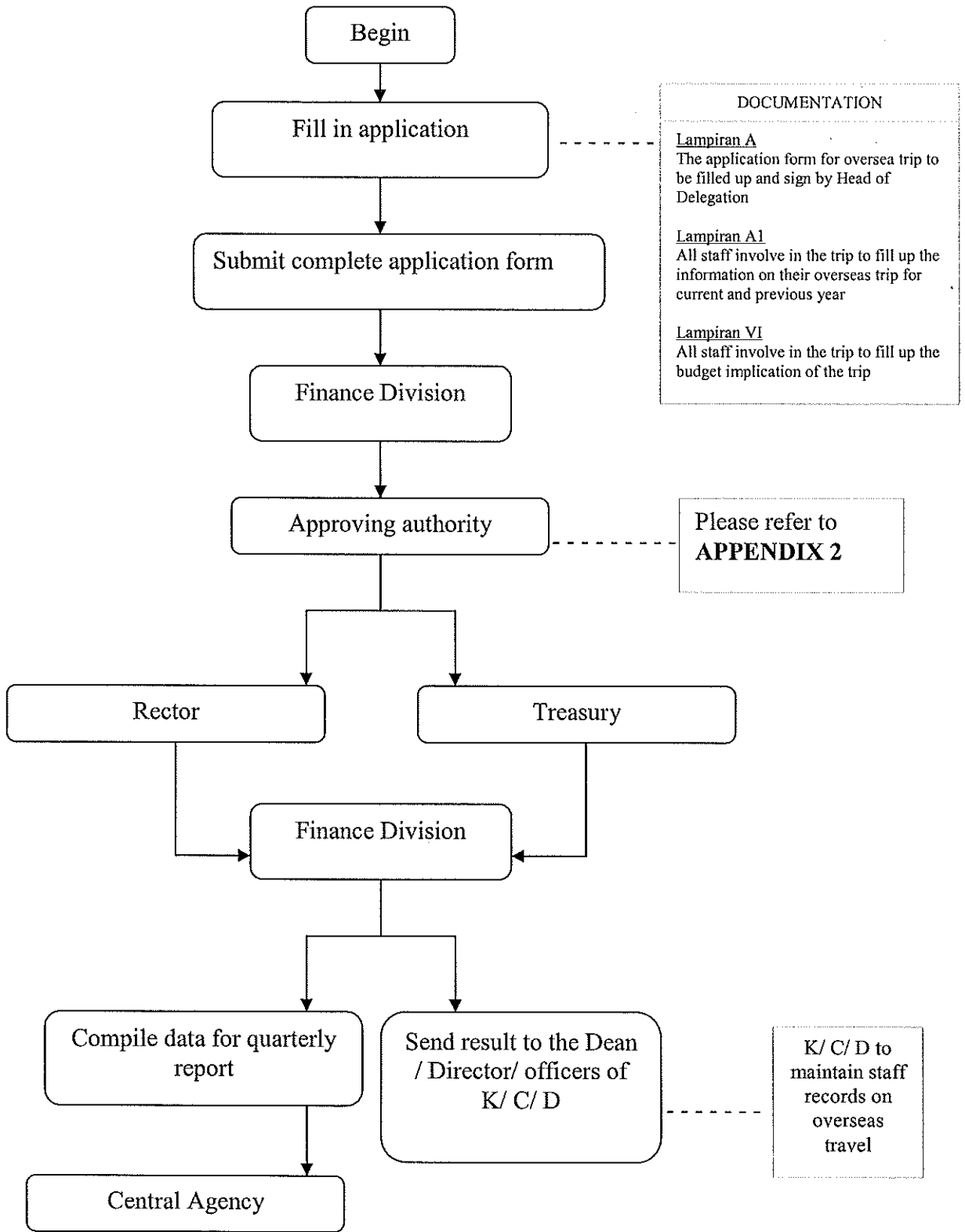
*Process flowchart*

*Treasury Circular No. 3/2002*

*Forms – Lampiran A, Lampiran A1 & Lampiran VI*

OFFICIAL OVERSEAS TRAVEL

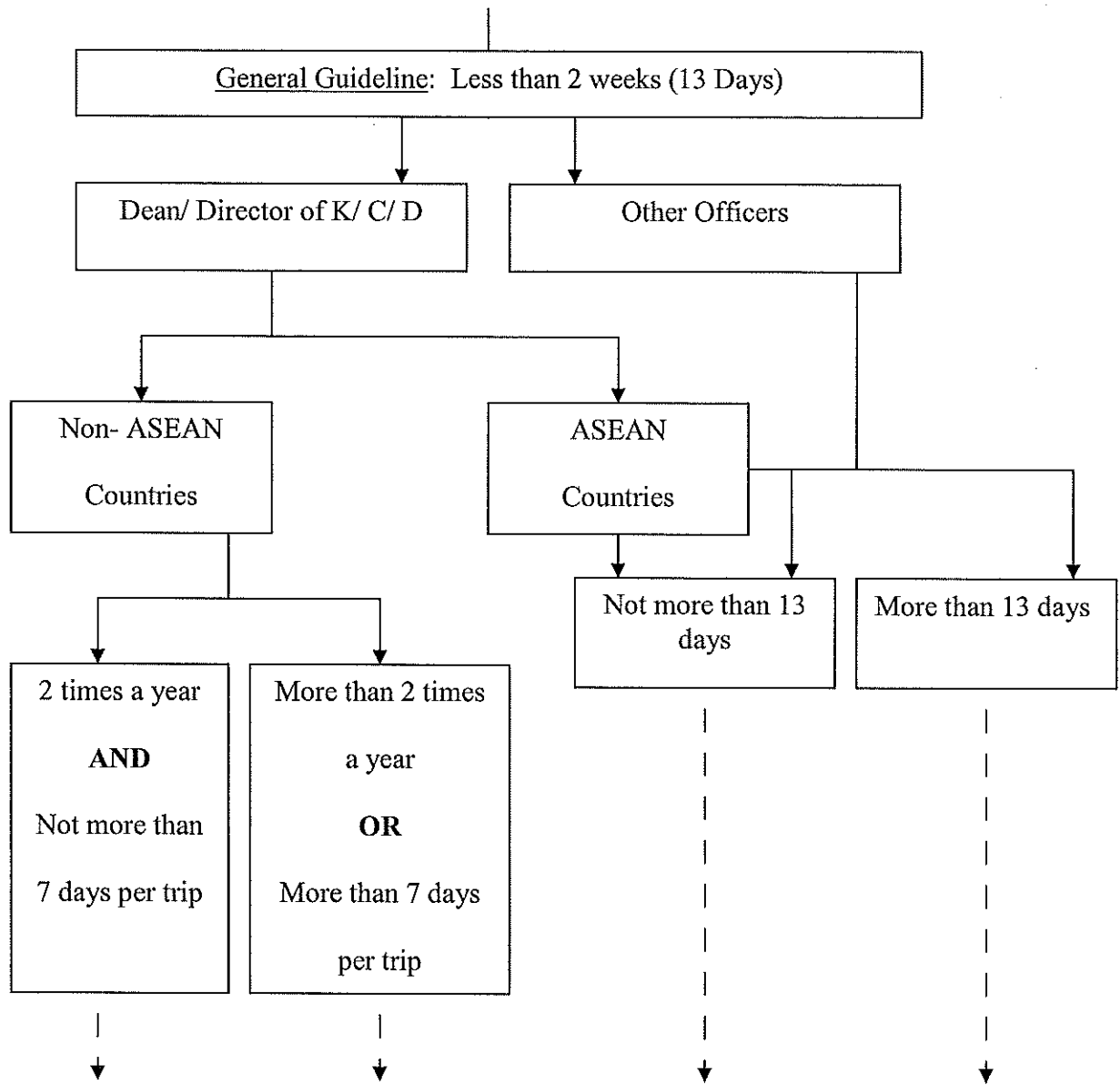
PROCEDURE



**APPENDIX 2**

**OFFICIAL OVERSEAS TRAVEL**

**GUIDELINE (CONDITIONS)**



Approval:

**RECTOR**

**TREASURY**

**RECTOR**

**TREASURY**

Date of Submission:  
21 days before the date of traveling

Date of Submission:  
21 days before the date of traveling