

A REQUESTOR DETAILS				
Date:				
Name of Requestor :				
K / C / D / I :			Tel No. / Mobile No. :	
Project ID :				
B. DETAILS OF PAYMENT				
NO.	ITEMS	RESEARCH VOTE	IIUM VOTE	AMOUNT (RM)
1	Travelling Expenses & Subsistence	V21000		
	Local		B21101	
	Overseas		B21201	
2	Rental	V24000		
	Ship and Boat Rental		B24110	
	Other Machinery Rental		B24114	
	Other Rental (<i>Car / Computer etc.</i>)		B24199	
3	Research Material and Supplies	V26000 (E-SCIENCE) / V27000		
	Stationery (<i>related to research only</i>)		B27102	
	Disposable Science Supply		B27503	
	Research Material Supplies		B27505	
	Research Equipment and Supplies (<i>Contract Research only</i>)		B27508	
	Computer Software and License		B27701	
4	Maintenance and Minor Repair Services	V28000		
	Machinery Maintenance and Repair		B28351	
	Computer Maintenance and Repair		B28651	
	Scientific Equipment Maintenance and Repair		B28751	
	Civil Maintenance (<i>Installation of partition for Laboratory as approved in the original proposal</i>)		B28401	
5	Professional Services and Other services	V29000		
	Scientific and Research Services (<i>Analysis / Sampling</i>)		B29115	
	Patent / Copyright / IP		B29136	
	Advertising and Publication Services (fee)		B29120	
	Other Services (<i>Data subscription / Renewal of Software License</i>)		B29199	
	Printing / Photocopy		B29201	
	Entertainment / Refreshment (<i>related to research only and subject to Government Policy</i>)		B29401	
	Honorarium (<i>Enumerators / Proof reading / Editing / Consultant fee / Research Assistant</i>)		B29404	
	Conference / Seminar / Workshop / Training Fee (local)		B52102	
	Conference Fee (Overseas)		B52103	
	Special Program (<i>Focus Group Discussion</i>)		B52207	

6	Equipment	V35000		
	Asset (<i>RM5,000 and above</i>)			
	AV Equipment		A35501	
	ICT Related (<i>Workstation / Laptop / iPad, Hand Phone, Printer – as approved in the proposal</i>)		A38101	
	Scientific Equipment		A39401	
	Inventory (<i>RM500 – RM4,999.99 per item</i>)		B27801	
TOTAL PAYMENT				
THE PAYMENT IS PAYABLE TO:				

C DECLARATION BY REQUESTOR

I, the requestor of the above, hereby declare that all receipts attached are genuine and the claims are true.

Requestor's Signature: _____

Date: _____

VERIFIED BY:
(*if requestor is not the Principal Researcher*)

Principal Researcher's : _____
Signature

Stamp: _____

Date: _____

**D APPROVAL BY:
HEAD OF RESEARCH / DEPUTY DEAN (POSTGRADUATE & RESEARCH) / DEPUTY DIRECTOR (RMC)**

Approved Not Approved

Comment: _____

Signature: _____

Stamp: _____ Date: _____