



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

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TRAVELLING ADVANCEMENT

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# TRAVELLING ADVANCEMENT

Prepared by :-

Approved by :-

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Name:  
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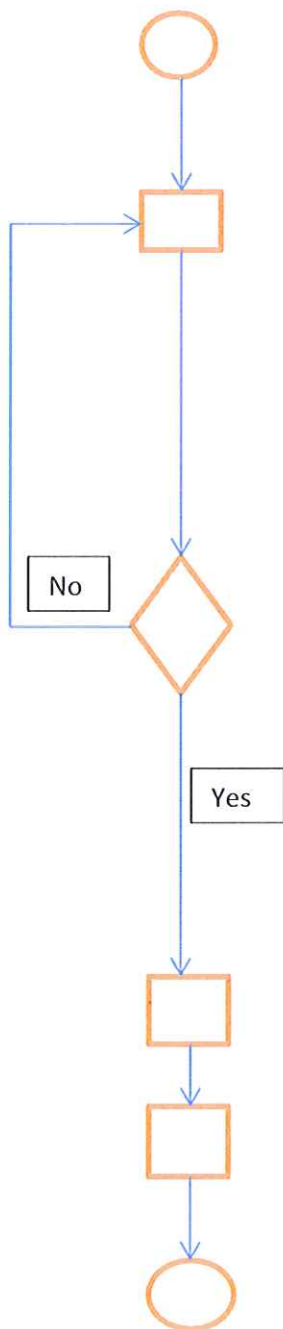
Position : Deputy Director (Administration)

Position : Director  
Research Management Centre

Date : 01/09/2017

Date : 01/09/2017

CONTROLLED COPY NO. :



Start

Receive complete **Travelling Advance for IIUM Staff** form with signatures

Check whether the application is complete:

- 1) Copy of travelling approval
- 2) Amount of outstanding advancement (including all other IIUM advancement) must be RM20,000 or below. Otherwise, to reconcile the previous advancement first.
- 3) Maximum amount of advancement depends on applicant's eligibility for meals and accommodation during period of travelling.
- 4) Balance of grant in the respective vote(s) as recorded in RMS is sufficient to pay for the advancement.
- 5) Date of expiry of the grant must exceed three months upon approval of advancement request.

Verify, recommend and approve the application, sign, date and stamp.

Submit the document to Finance Zone 2 (Gombak) / RMC (Kuantan) for payment

End