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**RESEARCH MANAGEMENT CENTRE**

**RESEARCH DISBURSEMENT REPORT 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 purchase.

**CHECKLIST:**

|  |  |  |
| --- | --- | --- |
| **No** | **Items** | **Check List (Please tick)** |
| 1 | Completed Form with signature | ☐ |
| 2 | **Original receipts** sorted according to Votes (pasted on A4 paper) | ☐ |
| 3 | Proof of expenses: |  |
|  | Conversion proof for expenses not in Ringgit Malaysia – Oanda.com | ☐ |
|  | Copy of online transaction *(if payment through online)* | ☐ |
| 4 | Registration fee –   * Copy of approval form for Attending Seminar/ Conference / Workshop / Training | ☐ |
| 5. | Publication fee –   * Receipt of payment * Full Article with acknowledgement to the funder * Acceptance of Article * Evidence that the journal is currently indexed by WoS – SCOPUS – ERA | ☐ |

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

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| **A** | **REQUESTOR DETAILS** | |
|  | Date: | |
| Name of Requestor : Staff No./ Matric No.: | |
| K / C / D /I: Tel No. / Mobile No. : | |
| Project ID : | |
| **B.** | **RECEIPTS DETAILS** | |
|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **NO.** | **ITEMS** | **RESEARCH VOTE** | **IIUM VOTE** | **AMOUNT (RM)** | | **A** | **DISBURSEMENT TAKEN** |  |  |  | | **B** | **DETAIL OF RECEIPTS** | | | | | **1** | **Travelling Expenses & Subsistence** | **V21000** |  |  | |  | Local | **B21101** |  | |  | Overseas | **B21201** |  | | **2** | **Rental** | **V24000** |  |  | |  | Ship and Boat Rental | **B24110** |  | |  | Other Machinery Rental | **B24114** |  | |  | Other Rental *(Car / Computer etc)* | **B24199** |  | | **3** | **Research Material and Supplies** | **V26000**  *(E-SCIENCE)*  **/ V27000** |  |  | |  | Stationery *(related to research only)* | **B27102** |  | |  | Disposable Science Supply | **B27503** |  | |  | Research Material Supplies | **B27505** |  | |  | Research Equipment and Supplies  *(Contract Research only)* | **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  *(Installation of partition for Laboratory as approve in the proposal)* | **B28401** |  | | **5** | **Professional Services and Other services** | **V29000** |  |  | |  | Scientific and Research Services  *(Analysis / Sampling)* | **B29115** |  | |  | Patent / Copyright / IP | **B29136** |  | |  | Advertising and Publication Services (fee) | **B29120** |  | |  | Other Services  *(Data subscription / Renewal of Software License)* | **B29199** |  | |  | Printing / Photocopy | **B29201** |  | |  | Entertainment / Refreshment *(related to research only and subject to Government Policy)* | **B29401** |  | |  | Honorarium  (*Enumerators / Proof reading / Editing / Consultant fee / Research Assistant)* | **B29404** |  | |  | Conference / Seminar / Workshop Fee (local) | **B52102** |  | |  | Conference Fee (Overseas) | **B52103** |  | |  | Special Program *(Focus Group Discussion)* | **B52207** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **6** | **Equipment** | **V35000** |  |  | |  | Asset (RM5,000 and above) |  |  | |  | AV Equipment | **A35501** |  | |  | ICT Related  *(Workstation / Laptop / iPad, Hand Phone, Printer – as approved in the proposal)* | **A38101** |  | |  | Scientific Equipment | **A39401** |  | |  | Inventory *(RM500 – RM4,999.99 per item)* | **B27801** |  | | **TOTAL AMOUNT OF RECEIPTS** | | | |  | | **BALANCE (A – B)** | | | |  | | **AMOUNT TO REIMBURSE / REFUND** | | | |  | | |
| **C** | **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **D** | **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:** |