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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 / IncompleteDate: …………………………………. | **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** |  |

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| **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** |  |

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| **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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SignatureStamp: 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:** |