



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يؤتي سني الإسلام انتشاراً نجساً مليئاً

(Company No. 101067-P)

IIUM/205/G/4/1/1(6)

28 September 2015

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

FINANCE DIVISION CIRCULAR NO. 1 YEAR 2015

SALARY DEDUCTION PERIOD FOR OUTSTANDING ADVANCEMENT

1.0 OBJECTIVE

- 1.1 The objective of this Circular is to inform all Deans / Directors / Chief Librarian and all staff of the International Islamic University Malaysia on the deduction period for late submission of advancement report.

2.0 BACKGROUND

- 2.1 In general, all expenses should be paid through direct billing/invoicing by cheque or electronic fund transfer (EFT). However, under certain circumstances, the University recognizes that employees may need cash advances which are prepared via cheque or EFT for preparation of official trips or official programs.
- 2.2 Report on travelling advancement must be submitted within 14 days after completion of the trip and for miscellaneous advancement report needs to be submitted within 30 days after completion of the business events or programs. For research advancement, report needs to be submitted within 6 months from the receipts date of the advancements. All advancements are considered outstanding after the above specified periods.

- 2.3 Employees who fail to return unused cash advances and/or proper substantiation within the above stipulated periods will be subjected to payroll deduction.
- 2.4 The University Management Committee(UMC) in its meeting no 16/2015 held on 9 September 2015 has approved the salary deduction period for outstanding advancement as follows:
- i) 3 months for Travelling Advancement
 - ii) 6 months for Miscellaneous Advancement
 - iii) 6 months for Research Advancement

3.0 IMPLEMENTATION

- 3.1 The effective date for the implementation of the above Circular is 1st October 2015.
- 3.2 All Deans/Directors/Chief Librarian are kindly requested to take note on the Circular and extend the information to all staff members at the respective Kulliyahs / Centres / Divisions / Institutes / Library / Office

Your cooperation in the above matter is highly appreciated.

Thank you.



DATO' HJ. AHMAD ZAILAN BIN SHAARI
Executive Director
Finance Division