



(Company No. 101067-P)

IIUM/205/G/4/1/1

20<sup>th</sup> October 2010

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

**FINANCE DIVISION CIRCULAR NO : 5 YEAR 2010**

**STANDARD RATE FOR REFRESHMENT  
(SEMINAR /WORKSHOP/COURSE/OPENING CEREMONY/EXAM  
ASSISTANCE)**

**1.0 OBJECTIVE**

The objective of this circular is to inform all Deans / Directors and all staff of the International Islamic University Malaysia on the decision made by the Budget Committee No 3/2010 dated 15 October 2010 pertaining to standard rate for refreshment (seminar / workshop / course / opening ceremony / exam assistance) expenses by the Kulliyahs/Centres/Divisions.

**2.0 RATE FOR REFRESHMENT EXPENSES**

2.1 The Budget Committee in its meeting no. 2/2009 approved a standard rate for refreshment meetings (internal/external) as follows:

	Breakfast (RM)	Lunch (RM)	Tea (RM)
Internal Meeting <i>(Within University community)</i>	3.00	5.00	3.00
External Meeting <i>(With outsider / guest )</i>	5.00	10.00	5.00

2.2 Based on the analysis of previous expenditure made by K/C/D, it was found that the rate is not suitable for other functions.

2.3 In order to provide further guidelines, the Budget Committee in its meeting no 03/2010 has decided on additional refreshment rate for seminar / workshop / course / opening ceremony / exam assistance expenses as follows:

	Breakfast (RM)	Lunch (RM)	Tea (RM)
Seminar / Workshop / Course <i>(Internal)</i>	5.00	10.00	5.00
Seminar / Workshop / Course <i>(External)</i>	<b>It is recommended that the programme is being held internally, except with the approval by the higher authority.</b>		
Opening Ceremony (Non-VIP)	7.00	10.00	7.00
Opening Ceremony(VIP)	<b>RM 50.00 (Covers for Breakfast &amp; Lunch)</b>		

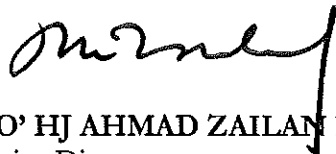
Exam Assistance	<b>RM 7.00 per day</b>
Other functions deem required due to occasion eg retirement of staff ,appreciation lunch etc.	<b>RM15 per head</b>

### 3.0 IMPLEMENTATION

- 3.1 The effective date of the implementation is 1<sup>st</sup> November 2010
- 3.2 All Deans/Directors/Chief Librarian are kindly requested to take note on the circular and extend the information to relevant staff members at the Kulliyah/Centres/Divisions/Institute.

Your cooperation on the above matter is highly appreciated.

Thank you. *Wassalam.*



**DATO' HJ AHMAD ZAILAN BIN SHAARI**  
Executive Director  
Finance Division,

- c.c. Prof. Dato' Sri Dr. Syed Arabi Iddid,  
Rector, IIUM
- Prof. Dato' Dr. Md. Tahir Azhar  
Deputy Rector (Academic & Planning)
- Prof. Dr Ahmad Faris Ismail  
Deputy Rector ( Research and Innovation)
- Prof Dr Nik Ahmad Kamal Nik Mahmud  
Deputy Rector (Student Affairs )