



IIUM/202/4/1/1

5th May 2015

All Deans / Directors
Kulliyahs / Divisions / Institute
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

**SERVICE CIRCULAR NO. 5/2015
MANAGEMENT SERVICES DIVISION**

GUIDELINES ON SUPPORTING DOCUMENTS REQUIRED FOR VARIOUS CLAIMS

1. OBJECTIVE

The objective of this circular is to inform the Deans/Directors of Kulliyahs/Divisions/Institute on the decision of the University pertaining to the guidelines on supporting documents required for various claims.

2. BACKGROUND

- 2.1 At present, the financial policy requires that all claims must be supported with receipts or approval from the University Authority. In practice, the unit responsible for the processing of claims had identified relevant documents to be attached when making the claims.
- 2.2 The University through the Staff Service Committee Meeting No. 3/2014 held on 12th August 2014 has decided to approve the guidelines on the types of supporting documents required for the various claims in order to ensure that all K/C/D/I refer to the same guidelines for processing of claims



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- 2.3 The supporting documents shall be the main reference for the approver to consider the claim as true and justified for payment purposes. This shall not only safeguard the approving authority from approving false or unjustified claims, but the availability of the documents shall ensure that consistency, transparency and integrity are upheld.

3. **DECISION**

- 3.1 The Majlis Meeting No. 104 on 9th September 2014 had endorsed the decision of the Staff Service Committee No. 3/2014 on the following:-

- a) The supporting documents required for various claims as currently practiced are as follows:-

No.	Types of Claims	Supporting Documents	Approving Authority
1	Claim for overtime payment	Overtime work order & staff attendance sheet	Dean / Director of KCDI
2	Claim for part time lecturer payment	Appointment letter & students attendance sheet	
3	Claim for part-time administrative staff payment	Appointment letter & Staff attendance sheet	
4	Claim for long vacation allowance	Students attendance sheet	
5	Claim for extra teaching workload	Students attendance sheet	
6	Claim for locum payment	Staff attendance sheet & Appointment letter for external doctors	
7	Claim for on-call allowance for medical doctors /medical lecturers	Staff attendance sheet	
8	Claim for hand phone bill (for grade 48 & above who hold administrative post)	Original receipt of hand phone bill & proposal approved by Rector for officers not specified in the Finance Circular No. 1 Year 2010	
9	Claim for hand phone purchasing reimbursement (for grade 48 & above who hold administrative post)	Original purchasing receipt	
10	Claim for medical reimbursement	Original itemised bills and receipt of medical bill	
12	Travelling claim (Local / Overseas)	Original receipt of expenses /verified expenses by HOD & approval of proposal from HOD for local travelling / Rector for overseas travelling	
13	Travelling advancement & recovery	Original receipt of expenses /verified expenses by HOD & proposal approved at least by HOD	

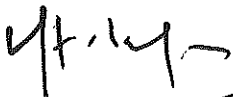
14	Claim for warm clothing allowance	Approval of proposal from Rector for travelling overseas	Director of MSD
15	Claim for outstation transfer allowance	Transfer order & verification by HOD	
16	Claim for moving to new house allowance	Proof on utilisation of university financing facility	
17	Claim for ceremonial attire allowance	Original receipt of purchase	

- b) The Dean/Director of KCDI has the right to decide from time to time on additional documents that are required as proof of work performance.

3.2 The effective date of implementation of the guidelines is the date of issuance of this circular.

All Deans/Directors are kindly required to disseminate this information to all staff members at the Kulliyah/Centre/Division/Institute.

Thank you. *Wassalam.*



DATO' HJ. WAN MOHD. HILMI BIN WAN KAMAL
Executive Director
Management Services Division

- c.c. :
- : Rector
 - : Deputy Rector (Academic and Planning)
 - : Deputy Rector (Research and Innovation)
 - : Deputy Rector (Student Affairs)
 - : Deputy Rector (Internationalization & Industry and Community Relations)
 - : Executive Director, Finance Division