PROCESS FLOW FOR TRAVELLING CLAIM

Start

Researcher :

i. Fills in travelling claim form (with completed signature and stamp)

ii. Attaches original receipts or provides proof of expenses (online transactions)

iii. Attaches copy of approval from RMC and submits to Research Unit

Forwards application form to Head of Research for approval

Senior Asst. Administrative Officer checks application form

Application form is forwarded to Finance Division / RMC for processing

End