

INFORMATION TECHNOLOGY DIVISION
APPLICATION FOR OUTSTATION DUTY

Name : Designation :

Destination : Salary Grade :

Details of duties :

Name of Accompanying officer (if any) :

Start Date : Time :

End Date : Time :

Signature : Date of Submission :

Travelling Details:

- Accommodation : Applicable /Not applicable
 - Transportation : Applicable /Not applicable
- If applicable, only University vehicle is allowed.
(Use of own transport is only allowed by the CIO's / Director's approval).

Remarks:

- Submission of the Application for Outstation Duty Form to Sr. Hafizah at least 10 working days before the visit.
- Liaise with Br. Aidil for booking the ITD vehicle, collect the petrol and toll card, record logbook before departing. Collect the **Original** Letter of Undertaking for Accommodation from Sr. Hafizah.
- Please submit fuel receipt/ toll (if any).

Deputy Director's Approval

I hereby recommend/ Not recommend for request of outstation duty:

Signature :

Official Stamp :

Date :

Remarks: Deputy Directors to make sure to include in the staffs' job descriptions which is 'Assigned as a driver to ITD vehicles when necessary'.

Director's Approval / CIO's Approval

I hereby Approved / Not approved for request of outstation duty:

Signature :

Official Stamp :

Date :

University Transport Own Transport

For ARIFe Used Only:

Date Received :

Signature :

Staff Incharge :

Verified by the SAD, ARIFe

Signature :

Checklist:

- Booking University's Transport (Br. Aidil)
- Booking / LOU Accommodation (Sr. Hafizah)
- Email to Staff (Sr. Hafizah)