

2. The application forms for staff must be certified by Deputy Director or Officer in Charged.
3. Transportation services are provided for the following purposes:
 - i. Student's programs approved by the Deputy Dean/ Director/ Principal/ Head of Department. If there is a cost incurred (outside van rented), the Unit/Department/Society/Club has to bear the cost. (Please attach the relevant document).
 - ii. Staff programs approved by Dean/ Deputy Director
4. All applications must be forwarded to the Student Affairs Unit, KLM at least three days **(3) in advance of the intended date for Johor trip and seven days (7) for out station.**
5. Any incomplete application form (if any) will be returned to the applicants.
6. The applicants are required to **re-confirm** the booking at least three days (3) for external trip and one day (1) for internal trip.
7. Any **cancellation** of the trip must be done at least two days (2) before the programme.