



**INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
REIMBURSEMENT FOR STAFF COMPUTER ALLOWANCE**

1. THE APPLICANT

.....
Name

.....
Home Address

.....
Staff No.

.....
Designation

.....
I/C / Passport No.

.....
Ext. No.

.....
Hand phone No.

.....
Email

.....
Kulliyah/Department/Centre/Institute

.....
Years of service

.....
Status of employment
(Permanent/Contract)

.....
If contract – please state expiry date

.....
RM
Total claim amount

2. COMPUTER ALLOWANCE TERMS AND CONDITIONS

1. The maximum reimbursement amount is RM 2,000.00 or price of the Equipment, whichever is lower
2. The payment will be made directly to the staff upon receipt of evidence of payment.
3. Payment by credit card or cash with the credit card slip transaction or cash receipt from the supplier will be accepted for reimbursement.
4. Approved Equipment consists of laptop, computer, tablet and equivalents equipment as stipulated under the IIUM ICT Policy 2.8
5. The computer entitlement is as stipulated under the IIUM ICT Policy 2.4
6. Claim for reimbursement must be made **once** within the same year of eligibility.
7. The obsolete equipment (if applicable) shall be returned to the asset liaison officer of the respective KCDIO

.....
Applicant's signature

.....
Date

3. FOR APPROVAL

(Recommendation by: Finance Representative, KCDIO/ Accountant, Finance Division for KCDIO without Finance Representative)

(Approval by: Dean / Director / Deputy Dean / Deputy Director / Senior Assistant Director / Assistant Director K/C/D/I/O)

Recommended by: _____

Approved by: _____

4. DOCUMENTS REQUIRED

Please attach:

- (i) Application form
- (ii) Photocopy of staff card
- (iii) Photocopy of I/C
- (iv) Original cash receipt / original credit card slip transaction