



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

VERSION NO : 02

REVISION NO : 00

APPOINTMENT OF EXPERTS /  
STUDENTS ETC UNDER VOTE 29000

EFFECTIVE DATE : 01/09/2017

DOCUMENT NO. : IIUM/ GMU/09

PAGE : 1/2

# APPOINTMENT OF EXPERTS / STUDENTS ETC UNDER VOTE 29000

Prepared by :-

Approved by :-

Name:  
Haslina Shamsuddin

Name:  
Prof. Dr. Ratnawati bt Mohd. Asraf

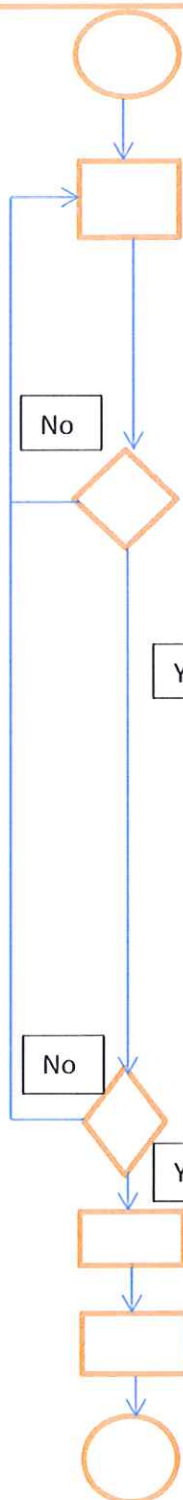
Position : Deputy Director (Administration)

Position : Director, Research Management Centre

Date : 01/09/2017

Date : 01/09/2017

CONTROLLED COPY NO. :



Start

Receive complete **Research Claim Form** with signatures

Check whether the form is complete :

- 1) Allocation to be taken from V29000
- 2) The following documents are attached :
  - a) Copy of letter of appointment which contains the following information :
    - Person to be appointed
    - Task(s) to be completed (related to the research)
    - Duration of the appointment
    - Amount to be paid
  - b) Copy of acknowledgement form that the payment had been made to the person. The date of the form must be within the research period.
  - c) Details for payment (external parties / experts)
    - Name
    - Bank Account Number
    - Bank Name
    - IC Number (if applicable)
    - Swift Code (if applicable)

Check against balance of grant (Vote 29000) in RMS whether the allocation is sufficient to pay for the reimbursement

Verify, recommend and approve the application, sign, date and stamp.

Submit the document to Finance Zone 2 (Gombak) / RMC (Kuantan) for payment purposes

End