

MISCELLANEOUS ADVANCE FOR IIUM STAFF

PERSONAL DETAILS

Name: _____

Post and Grade: _____

Basic Salary: _____ Staff No.: _____

Kulliyah/Department: _____

MISCELLANEOUS EXPENSE DETAILS

Name of Program: _____

Program Date: _____

Type of Expense: _____

Amount Requested: _____

Approved Proposal: _____

1.1 I hereby declared that I will strictly adhere to the IIUM Policy on Cash Advancement and fully cognizant on the rules and regulation as stipulated therein. I am also aware that the cash advance will be released to me within two (2) weeks prior to commencement of program.

1.2 I hereby authorized the Executive Director of Finance Division to deduct from my salary if I fail to submit the financial report to offset the above advancement within **(30) THIRTY DAYS** after completion of the program.

Wassalam.

Applicant's signature

Recommended/Not Recommended

Dean/Director/Head of Department

FOR FINANCE DIVISION

Application Approved/Not Approved

Executive Director
Finance Division
International Islamic University