

STUDENT AFFAIRS AND DEVELOPMENT DIVISION (STADD)

CHECKLIST OF LTIF HONORARIUM CLAIM FORM

No.	Description	Please Tick
1.	Usrah - LTIF Teaching Claim Form or Non Usrah* - LTIF Teaching Claim Form	
2.	Appointment Letter	
3.	Attendance Sheet	
4.	Proof of Online Classes / Any Related Documents	
5.	ERTL Form	
6.	Signed Validation Sheet	
7.	CAM Result	
8.	Justification for Student Failure Form (if student gets D / E / F grade)	
9.	Proof of communication (e.g. email) with unattended student.	

Submitted by:

Name:

PH Number:

Co-Cu Package:

Date:

Remarks:

* Non Usrah consists of skills, niche skills, and SISPA courses.

Received by:

Name:

Date: