



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
بُونَيْرِيسْتِيْ اِسْلَامْ اَنْبَارَا اَبْحَسَا مَلَيْسِيَا

(Company No. 101067-P)

IIUM/205/BDGT/G/4/1/1

18 November 2019

All Deans / Directors / Chief Librarian  
Kulliyahs / Centres / Divisions / Institutes / Library / Office  
International Islamic University Malaysia

**FINANCE DIVISION CIRCULAR NO. 2 YEAR 2019**

**NEW GUIDELINES ON STANDARD RATE FOR REFRESHMENT  
(MEETING/WORKSHOP/OTHER FUNCTIONS)**

**1.0 OBJECTIVE**

1.1 The objective of this Circular is to inform all Deans / Directors / Chief Librarian and all staff of the International Islamic University Malaysia on the decision made by the Budget Committee No.03/2019 dated 6<sup>th</sup> November 2019 pertaining to the revision of Guideline on Standard Rate for Refreshment.

**2.0 BACKGROUND**

2.1 The Finance Division had issued its circular no.5 year 2010 on "Guideline on Standard Rate for Refreshment" dated 20<sup>th</sup> October 2010 as follows:

| Description                                       | Breakfast | Lunch | Tea  |
|---|-----------|-------|------|
| Internal Meeting ( <i>within IIUM Community</i> ) | 3.00      | 5.00  | 3.00 |
| External Meeting ( <i>with outsider/guest</i> )   | 5.00      | 10.00 | 5.00 |

| Description   | Breakfast  | Lunch | Tea  |
|---|--|-------|------|
| Seminar/Workshop/Course<br>(Internal)   | 5.00   | 10.00 | 5.00 |
| Seminar/Workshop/Course<br>(External)   | It is recommended that the programme is being held internally, except with the approval by the higher authority. |       |      |
| Opening Ceremony (Non-VIP)  | 7.00   | 10.00 | 7.00 |
| Opening Ceremony (VIP)  | RM50 (Including Breakfast & Lunch)   |       |      |
| Exam Assistance   | RM7.00 per day   |       |      |
| Other function deems required due to occasion. eg. Retirement of staff, appreciation lunch etc. | RM15 per head  |       |      |

- 2.2 Based on the analysis of current expenditure and due to rising cost from the food provider, the existing rate is no longer able to cover charges by the food operators for meetings and other occasion. Therefore, the Budget Committee no.03/2019 has decided on the new rates as follows:

| No. | Type of Function   | Rate (RM)   | Remarks                                |
|-----|--|---|--|
| 1   | Meetings/Briefing/Discussion (Internal)<br>* For duration of 2 Hours and above | 5.00  | Breakfast/Lunch/Tea Break (either one) |
| 2   | Meeting with External Parties  | 7.00<br>10.00<br>5.00   | Breakfast<br>Lunch/Dinner<br>Tea Break |
| 3   | Workshop   | 20.00   | Lunch & 2 Tea Break                    |
| 4   | Other Functions  | Rate will be based on proposal approved by the University Authorities |  |
| 5   | Staff Retirement   | RM15.00 per head  |  |

### 3.0 IMPLEMENTATION

- 3.1 The effective date of the implementation of new Guideline on Standard Rate for Refreshment is on 1<sup>st</sup> January 2020.

- 3.2 All Deans/Directors/Chief Librarian are kindly requested to take note on the Circular and extend the information to all staff members at the respective Kulliyahs / Centres / Divisions / Institutes / Library / Office

Your cooperation in the implementation of the Guideline on Standard Rate for Refreshment is highly appreciated.

Thank you.



**DATO' HJ. AHMAD ZAILAN BIN SHAARI**  
Executive Director  
Finance Division

c.c. Prof. Emeritus Tan Sri Dato' Dzulkifli Abdul Razak  
Rector

Prof. Dr. Isarji Haji Sarudin  
Deputy Rector (Academic & Industrial Linkages)

Prof. Dr. Ahmad Hafiz Zulkifly  
Deputy Rector (Research and Innovation)

Assoc. Prof. Dr. Zulkifli Hasan  
Deputy Rector (Student Affairs & Alumni)

Prof. Dr. Nor Faridah Abdul Manaf  
Deputy Rector (Internationalisation & Global Network)

Dato' Abdul Rahim Ahmad  
Executive Director, Management Services Division

Dato' Haji Wan Mohd Hilmi Wan Kamal  
Executive Director, Development Division & Planning

YM. Raja Badrol Hisham Raja Mohd. Ali  
Legal Adviser, Office of Legal Adviser

Prof. Dr. Kamaruzzaman Yunus  
Campus Director, IUM Kuantan