

**STUDENT AFFAIRS AND DEVELOPMENT DIVISION (STADD)**

**CHECKLIST OF LTIF HONORARIUM CLAIM FORM**

No.	Description	Please Tick
1.	Usrah – LTIF Teaching Claim Form Non Usrah – LTIF Teaching Claim Form	
2.	Appointment Letter	
3.	Attendance Sheet <i>(If online class conducted, kindly provide proof of evidence classes e.g., screenshot of google meet/zoom etc)</i>	
4.	Signed Validation Sheet	
5.	CAM Sheet	
6.	E-Portfolio & Role Play (for Usrah only)	
7.	For student awarded D/E/F grade. Kindly provide the following:	
	i. Justification	
	ii. Proof of communication with student e.g., email/ WhatsApp	