

## RESEARCH DISBURSEMENT REPORT FORM

### INSTRUCTIONS:

1. Please ensure the following **documents are attached** with the completed form.
2. All expenses must adhere to the General / Funder Guidelines for Research Funding and IIUM Financial Policy.
3. Researcher is responsible to get the approval from the relevant authority prior to purchase.

### CHECKLIST:

No	Items	Check List (Please tick)
1	Completed Form with original signature	<input type="checkbox"/>
2	<ul style="list-style-type: none"> <li><b>Original receipts</b> sorted according to Votes (pasted on A4 paper)</li> <li>All claims for reimbursement <b>must be submitted within 6 months from the date of receipt</b></li> <li>All expenses incurred should be made <b>before the end date of the project</b></li> <li>All receipts &amp; related documents <b>must be verified</b> by the Head of Research (Sponsored Research) / Asst. Director of RMC</li> </ul>	<input type="checkbox"/>
3	Proof of expenses:	
	Copy of online transaction ( <i>if payment through online</i> )	<input type="checkbox"/>
4	Registration fee – <ul style="list-style-type: none"> <li>Copy of approval form for Attending Seminar/ Conference / Workshop / Training</li> </ul>	<input type="checkbox"/>
5.	Publication fee – <ul style="list-style-type: none"> <li>Original Receipts</li> <li>Full Article with acknowledgement to the funder by using funder reference code</li> <li>Acceptance of Article</li> <li>Evidence that the journal is currently indexed by WoS – SCOPUS – ERA</li> </ul>	<input type="checkbox"/>

### FOR OFFICE USE

Document Complete / Incomplete

Date: .....

**Checked by:**

Name: .....

Position: .....

A REQUESTOR DETAILS				
Date:				
Name of Requestor :			Staff No./ Matric No.:	
K / C / D /I:			Tel No. / Mobile No. :	
Project ID :				
Project Title:				
B RECEIPTS DETAILS				
NO.	ITEMS	RESEARCH VOTE	IUM VOTE	AMOUNT (RM)
<b>A</b>	<b>DISBURSEMENT TAKEN</b>			
<b>B</b>	<b>DETAIL OF RECEIPTS</b>			
<b>1</b>	<b>Travelling Expenses &amp; Subsistence</b>	<b>V21000</b>		
	Local		<b>B21101</b>	
	Overseas		<b>B21201</b>	
<b>2</b>	<b>Rental</b>	<b>V24000</b>		
	Ship and Boat Rental		<b>B24110</b>	
	Other Machinery Rental		<b>B24114</b>	
	Other Rental ( <i>Car / Computer etc</i> )		<b>B24199</b>	
<b>3</b>	<b>Research Material and Supplies</b>	<b>V26000 (E-SCIENCE) / V27000</b>		
	Stationery ( <i>related to research only</i> )		<b>B27102</b>	
	Disposable Science Supply		<b>B27503</b>	
	Research Material Supplies		<b>B27505</b>	
	Research Equipment and Supplies ( <i>Contract Research only</i> )		<b>B27508</b>	
	Computer Software and License		<b>B27701</b>	
<b>4</b>	<b>Maintenance and Minor Repair Services</b>	<b>V28000</b>		
	Machinery Maintenance and Repair		<b>B28351</b>	
	Computer Maintenance and Repair		<b>B28651</b>	
	Scientific Equipment Maintenance and Repair		<b>B28751</b>	
	Civil Maintenance ( <i>Installation of partition for Laboratory as approve in the proposal</i> )		<b>B28401</b>	
<b>5</b>	<b>Professional Services and Other services</b>	<b>V29000</b>		
	Scientific and Research Services ( <i>Analysis / Sampling</i> )		<b>B29115</b>	
	Patent / Copyright / IP		<b>B29136</b>	
	Advertising and Publication Services (fee)		<b>B29120</b>	
	Other Services ( <i>Data subscription / Renewal of Software License</i> )		<b>B29199</b>	
	Printing / Photocopy		<b>B29201</b>	
	Entertainment / Refreshment ( <i>related to research only and subject to Government Policy</i> )		<b>B29401</b>	
	Honorarium ( <i>Enumerators / Proof reading / Editing / Consultant fee / Research Assistant</i> )		<b>B29404</b>	
	Conference / Seminar / Workshop Fee (local)		<b>B52102</b>	
	Conference Fee (Overseas)		<b>B52103</b>	
	Special Program ( <i>Focus Group Discussion</i> )	<b>B52207</b>		

<b>6</b>	<b>Equipment</b>	<b>V35000</b>		
	Asset (RM5,000 and above)			
	AV Equipment		<b>A35501</b>	
	ICT Related <i>(Workstation / Laptop / iPad, Hand Phone, Printer – as approved in the proposal)</i>		<b>A38101</b>	
	Scientific Equipment		<b>A39401</b>	
	Inventory (RM500 – RM4,999.99 per item)		<b>B27801</b>	
<b>TOTAL AMOUNT OF RECEIPTS</b>				
<b>BALANCE (A – B)</b>				
<b>AMOUNT TO REIMBURSE / REFUND</b>				

**C DECLARATION BY REQUESTOR**

<p>I, the requestor of the above, hereby declare that all receipts attached are genuine and the claims are true.</p> <p>Signature: _____</p> <p>Date: _____</p>	<p><b>VERIFIED BY:</b> <i>(if requestor is not the Principal Researcher)</i></p> <p>Principal Researcher's : _____ Signature</p> <p>Stamp:</p> <p>Date: _____</p>
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**D APPROVAL BY: HEAD OF RESEARCH / DEPUTY DEAN (POSTGRADUATE & RESEARCH) / DEPUTY DIRECTOR (RMC)**

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved Comment: -	
_____ Signature: _____		
Stamp: _____	Date: _____	

**Notes:**

1. Kindly submit the disbursement report to the RMC

<b>PROJECT NO</b>	
<b>RESEARCH VOTE</b>	
<b>TOTAL (RM)</b>	

<b>No.</b>	<b>Details</b>	<b>Amount (RM)</b>
<b>Total</b>		

I, the researcher of this project, hereby declare that all the above receipts are genuine and the claims are true.

Signature:

Name: