

Version No. :	01
Revision No. :	00
Effective Date :	1 st January 2023



RESEARCH MANAGEMENT CENTRE
Tel: 03-6421 6194/ 5009 /5017 | Fax: 03-6421 4053

DISBURSEMENT REQUEST FORM FOR SPONSORED RESEARCH (MAXIMUM 100K)

Name : _____

Staff No. : _____ Kull./Dept.: _____

Project Title : _____

Project ID : _____

Start Date : _____ End Date: _____

Please tick (√):

Upfront/initial disbursement

Progress disbursement

Final disbursement

Proposed Expenditure:

Vote Code	Description of Expenditure	Amount (RM)
Vote 21000 <i>Travelling Expenses & Subsistence</i>		
Vote 27000 <i>Research Materials & Supplies</i>		
Vote 28000 <i>Maintenance & Minor Repair Services</i>		
Vote 29000 <i>Professional Services & Other Services</i>		
Total		

Note:

- Maximum request for disbursement RM100K.
- For V21000, travelling approval form for local or overseas travelling must be attached.
- Please keep all receipts according to the respective vote.
- For lump sum payment: 70% of total grant at the start of the project and balance upon reaching 50% of the project duration.
- For staggered payment: 100% from the staggered payment.

***for no. 3 & 4 – subject to 2% of management fee deduction**

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REQUESTED BY:

Signature and stamp Date:

Name:

APPROVAL BY DEAN OF RESEARCH MANAGEMENT CENTRE

Approved Not Approved

Comment:

Signature and stamp Date:

Name:

APPROVAL BY DEPUTY RECTOR (RESEARCH AND INNOVATION)

Approved Not Approved

Comment:

Signature and stamp Date:

Name:

Notes:

Kindly submit the disbursement request form to the RMC