

## 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 for: - CCFM - CCLM - Skills & Niche Area - Kor SISPA	
6.	E-Portfolio & Role Play for: - Usrah Budi - Usrah	
7.	For student awarded D/E/F grade. Kindly provide the following:	
	i. <a href="#">Justification of Students Failure Form</a>	
	ii. Proof of communication with student e.g., email/ WhatsApp/ warning email	