

Title	SOP for Honorarium Payment to External Clinical Supervisors
Endorsement	KPGC 8/2025
Version No	2
Effective Date	1 October 2025

Responsibility	Flowchart	Remarks
<div>Department</div> <div>PG Office</div> <div>Finance Unit</div>	<pre> graph TD Start([Start]) --> Step1[Submit memo from department, proposal, appointment letter, account details (account no. and IC) and completed PTEF to Postgraduate (PG) office.] Step1 --> Step2[Compile all documents with memo from PG office, payment request form and Senate approval (minute meeting).] Step2 --> Step3[Submit all documents for payment to finance unit. Record details in a dedicated logbook.] Step3 --> Step4[Receive document and process payment.] Step4 --> Step5[Payment to ECS] Step5 --> Step6[Email payment vouchers to Postgraduate Office (pgmedicstaff@iiu.edu.my) and Departments' Liaison Officer (pgmediclo@iiu.edu.my) for record keeping and tracking.] Step6 --> End([End]) </pre>	<div>Memo to Finance Unit (Appendix – date 18 February 2023)</div>