

Our Ref.: IIUM/305/
Date :

Office of the Deputy Dean (Postgraduate, Research and Innovation)
Kulliyah of Medicine
IIUM Centre for Natural and Health Sciences
Kuantan Campus

Dear Sir/Madam,

JUSTIFICATION FOR BENCH FEE/ RESEARCH FEE WITHDRAWAL CLAIM

I am writing to justify the withdrawal of the Bench Fee/Research Fee allocation for expenditure related to my postgraduate study, research, or approved academic activities. The expenditure is necessary and relevant to my academic and research requirements.

The details of the claim, including the purpose, justification, and itemised expenditure, are provided below for consideration and approval.

Claim category :

- ☐ Fieldwork ☐ Research Materials /Tools ☐ Seminar/ Workshop /Short Course
☐ Conference ☐ Publication ☐ Other: _____

Itemised Expenditure:

No.	Description of item	Purpose / Justification	Amount (RM)
TOTAL (RM)			



Supporting Information:

Complete only the information relevant to the claim category.

For Seminar/ Conference /Workshop /Short Course

- Name of Event/Activity: _____
- Date and Venue: _____
- Organiser : _____
- Presentation Type: ☐ Oral ☐ Poster ☐ Other: _____
- Presentation / Project Title: _____

For Publication

- Journal Name: _____
- Publication / Manuscript Title: _____
- Indexing Status: ☐ WOS ☐ Scopus ☐ MyCite ☐ Other: _____

For Fieldwork

- Research / Project Title: _____
- Location: _____
- Date / Duration: _____
- Purpose of Fieldwork: _____

I hereby declare that:

1. the expenditure stated above is genuine and was incurred for the purpose stated;
2. the expenditure is directly related to my postgraduate study, research or approved academic activity;
3. the expenditure has not been claimed previously from this or any other source; and
4. all information and supporting documents submitted are true and accurate.

Student's Signature:

Supervisor's Verification:

Name :
Matric No.:
Date :

(Sign and Chop)

Date: