

RESEARCH CLAIM FORM (REIMBURSEMENT OF BENCH FEE)

INSTRUCTION:

- Please ensure that the following **original documents are attached** with the completed form. Only **original documents are accepted** (*digital signatures will not be accepted*).
- Students are responsible for obtaining approval from the relevant authority prior to making any purchase. The receipt must be **verified by the supervisor** and attached the **latest financial statement**.
- All expenses must adhere to the IIUM Financial Policy.

CHECKLIST:

No	Items	Check List (Please tick)
1	Completed Form with signature	☐
2	Original receipts (pasted on A4 paper)	☐
3	Proof of expenses:	
	Conversion proof for expenses not in Ringgit Malaysia – Oanda.com	☐
	Copy of online transaction (<i>if payment through online</i>)	☐
4	Registration claim – Copy of approval form for Attending Seminar/ Conference / Workshop / Training	☐
5.	Publication fee claim – - Full Article with acknowledgement to the funder - Acceptance of Article - Evidence that the journal is currently indexed by WoS – SCOPUS – ERA	☐

FOR DDPGRI OFFICE USE

Document Complete / Incomplete

Date:

Received by:

Name:

Position:

A REQUESTOR DETAILS																																																																		
Date:	Current Year/Semester:																																																																	
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K / C / D / I:	Tel No. / Mobile No.:																																																																	
Level of Study: Master / PhD	Course Name:																																																																	
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	THE CLAIM IS PAYABLE TO:																
C.	DECLARATION BY REQUESTOR																
	I, the requestor of the above, hereby declare that all receipts attached are genuine and the claims are true. Signature: _____ Date: _____	VERIFIED BY: (Supervisory Committee) Supervisory Committee : _____ Signature _____ Stamp: _____ Date: _____															
D.	RECOMMENDATION AND APPROVAL BY: DEPUTY DEAN (POSTGRADUATE & RESEARCH), KULLIYAH OF NURSING																
	☐ Recommendation for Approval ☐ Not recommended Comment: _____ Signature: _____ Stamp: _____ Date: _____																
E.	RECOMMENDATION BY: ADMINISTRATION OFFICE, KULLIYAH OF NURSING																
	☐ Recommended ☐ Not Recommended Comment: _____ Signature: _____ Stamp: _____ Date: _____																
F.	APPROVAL BY: DEAN KULLIYAH OF NURSING																
	☐ Approved ☐ Not Approved Comment: _____ Signature: _____ Stamp: _____ Date: _____																

WORKFLOW OF APPLICATION FOR REIMBURSEMENT OF BENCH FEE

RESPONSIBILITY	DETAILED PROCEDURES
1.	Processing application form for Research Claim Form
AA	1.1 Receive application form for Research Claim Form
2.	Verification of staff status and documents
AA	2.1 Verify the applicants' status through the Academic System
AA	2.2 If not eligible, inform respective student through letter/email
3.	CHECK RELEVANT DOCUMENTS
DDPGRI	Check the applicants' supporting documents
DDPGRI	Check the genuinity of the claim/documents and eligibility of the students for the reimbursement of bench fee. If documents are insufficient, to request from the respective student through telephone call or letter
DDPGRI	Recommend the application for approval
4.	CHECK ELIGIBILITY AMOUNT
SAD	Check the eligible amount to be given based on the nature of the case as stipulated in the IIUM Financial Policies
SAD	Recommend the application for approval
5.	APPROVAL OF THE CLAIM
DEAN	Approved the claim based on recommendations
DEAN	If application is not to be approved, return the form to DDPGRI Office
6.	PROCESSING OF PAYMENT
SAD	To send memo to Finance Department for payment to the student through their account
7.	RECORD OF DOCUMENTS
AA	File all documents