

**INTERNATIONAL ISLAMIC UNIVERSTIY MALAYSIA
KULLIYYAH OF SCIENCE**

BENCH FEE REIMBURSEMENT FORM

Name of Student:	
Matric No:	
Contact No:	
Email:	
Title of Project:	

NO	DESCRIPTION	AMOUNT (RM)
TOTAL		

Requested by;

Verified by;

.....

Supervisor

Name :

Stamp :

Date :

.....

Head of Department

Name :

Stamp :

Date :

Recommended by;

Approved by;

.....

Deputy Dean

Postgraduate & Responsible Research and Innovation

Kulliyyah of Science

.....

Dean

Kulliyyah of Science

Date Endorsed: 26th September 2024 (KBM 9/2024)

Effective Date: 30th September 2024



PAYMENT APPROVAL FORM

K/C/D/I/O : KULLIYAH OF SCIENCE

Payable to : _____

Staff /Matric No : _____

Name of Bank : _____ Account No : _____

(For *non IIUM Staff* please enclose a copy of bank statement)

Budget : OPERATING TRUST OPERATING TRUST
STUDENT ACTIVITY TRUST

Account Code : _____

Project Code (if any) : S-160-0002

NO.	PAYMENT FOR	AMOUNT (RM)
1.		
2.		
3.		
4.		
TOTAL AMOUNT		

Requested by:

Checked by:

Official Stamp : _____

Administrative Officer _____

Ext. No : _____

Official Stamp : _____

Date : _____

Date : _____

Approved by:

Dean/Director _____

Official Stamp : _____

Date : _____

1. All claims and reimbursement must be submitted within **3 months** from the date of invoice/receipt
2. The supporting documents must be certified by authorized officer.

Bench Fees Utilization Guidelines

General Guidelines:

- i. All purchases and expenses must be directly related to the respective research and study objectives.
- ii. Justification from the supervisor and recommendation by the Head of Department is mandatory for any expenses not explicitly listed but deemed necessary for research purposes.
- iii. Equipment (Freezer/Fridge/Laptop/Desktop/Workstation/Display equipment etc) purchased using bench fees are property of the Kulliyah and should be returned or remain in Kulliyah after the study's completion unless otherwise specified.
- iv. Eligibility for withdrawal of bench fees subject to ACTIVE students & TE status only. Student with status Graduated (GR), Missing in Action (MA), No Registration (NR), Terminated (TD) & Withdraw (WD) student is not eligible for the claims.

1. Equipment and Hardware:

- **Laptop / Desktop / Workstation:** For data analysis, simulations, and research documentation. (Laptop / Desktop above RM 3,000.00 must go thru ITD via procurement).
- **Display Equipment:** Monitors, projectors, Smart TVs, and related cables for presentations and data visualization.
- **Printer and Ink Cartridge/Toner:** For printing research documents and data analysis outputs.
- **Computer Repair/Maintenance and Accessories:** Annual maintenance and upgrades for research computers (Motherboard, RAM, power supply, battery, cooling system etc.)
- **Physical Storage Drive:** Hard drives, SSDs, pendrives for data storage and backup.
- **Equipment:** Freezer, fridge for sample storage etc. The equipment is to be located within Kulliyah's laboratories or research unit.

2. Software and Subscriptions:

- **Software Licensing:** Subscription for software essential for data analysis, simulations, and writing (e.g., Overleaf for LaTeX).
- **Cloud Storage Subscription:** OneDrive or Google Drive for data backup and collaboration.
- **Subscription Fees:** Access to online databases, journals, and scientific literature.

- **Language Editing and Proofreading Services:** For publication preparation.

4. Laboratory and Fieldwork Supplies:

- **Chemicals:** Research chemicals, solvents, acids, media etc
- **Glasswares:** Conical flasks, Schott bottles, beakers etc
- **Consumables:** Petri dishes, Falcon tubes, aluminium, gloves, aluminium foils, containers, goggles etc.
- **Planting and Cultivation Supplies:** Tools, containers, support structures, and watering equipment for plant studies etc.
- **Living organisms:** Fishes, mice, bacterial cells, plant seeds etc
- **Research kits:** DNA & RNA kits etc.
- **Research materials:** Stationeries, A4 papers, calculator etc.
- **Fieldwork Expenses:** Fuel, tolls using KOS / IIUM transport for field data collection.

5. Conference and Publication Expenses:

- **Attending Conference/Workshops Fee:** Registration fees, travel, and accommodation expenses (up to RM 150.00/night only).
- **Publication Fee:** Article processing charges (APC)

6. Training and Professional Development:

- **Training and Workshop Fees:** Fees for skill-building workshops and professional development.
- **Scientific Trainings/Events:** Registration fees for events related to research and study objectives.

7. Miscellaneous:

- **Equipment Rentals/Maintenance and Service:** Rental and maintenance services for specialized equipment.
- **Honorarium:** Technical service, sample collection & analysis (by appointment letter)
- **Furniture:** Ergonomic chairs, tables, and other items to create a conducive research environment. These items must be located within KOS vicinity.
- **Sample Analysis:** NMR, GCMS, sequencing services etc.

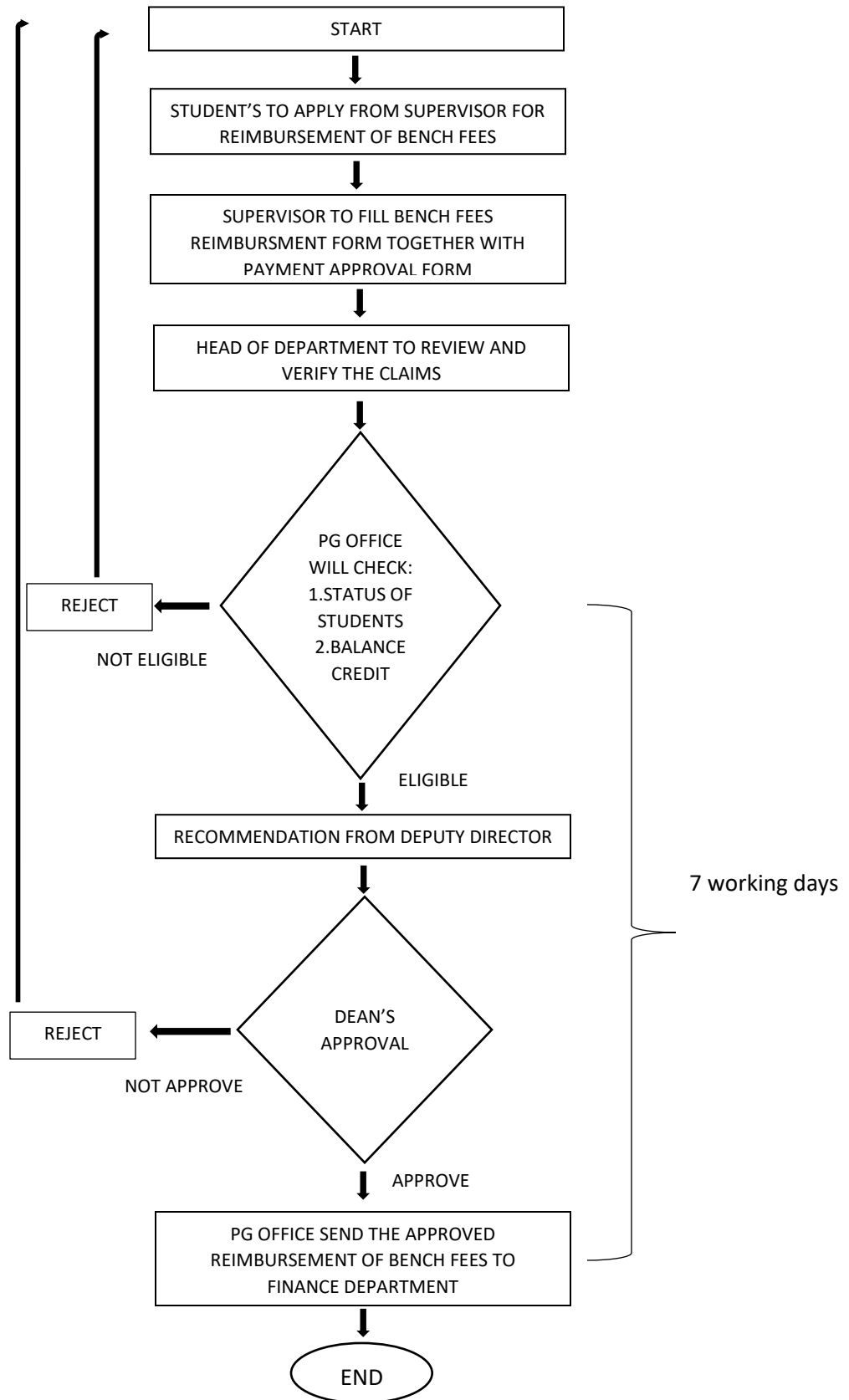
Effective date: 26th April 2024

TERM OF REFERENCE

BENCH FEE REIMBURSEMENT & PAYMENT APPROVAL FORM:

1. Requestor (Supervisor)
 - To fill the bench fee reimbursement form together with payment approval form
 - To list all the purchasing details and attach the proof of payment (**proof of payment must be within 3 months upon submission**)
2. Head of Department
 - To review and verify the claims
3. Deputy Dean (Postgraduate & Responsible Research and Innovation)
 - To verify the proof of payment and recommend the claims
4. Deputy Director
 - To check the payment approval form
5. Dean
 - To approve the claims
6. Postgraduate Office
 - To process all the claims

FLOW CHART



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