

REQUEST	CHECKLIST OF FORMS AND DOCUMENTS FOR SUBMISSION TO THE RESEARCH & INNOVATION UNIT FOR FURTHER PROCESSING					
TRAVELLING CLAIMS	Letter of Dean's approval for the detailed monetary funding required	Form permitting the use of private / personal transport (if required)  <b>JB7/TPKS 4/2003</b>	Form for Flight Warrant / Letter confirming Overnight Stay (if required)  <b>PPSG/BK-065</b>	OR  Form detailing travelling claims & official receipts within the country (for travelling <b>out of</b> Kelantan)  <b>JB2/TPDL 4/2003</b>	Form detailing Mileage travelled & official receipts (for travelling <b>within</b> Kelantan)  <b>JB1/TPDL 4/2003</b>	All other related receipts as approved by Dean (eg conference fee, accommodation, taxi)
	<b>Prior to travelling</b>			<b>Return from travelling</b>		
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ATTENDING CONFERENCES (WITHIN MALAYSIA)	Letter of Dean's approval for the detailed monetary funding required	Conference Brochure & Tentative Programme	Form to attend conference within Malaysia / Singapore  <b>PPSG-BK-057</b>	All related receipts as approved by Dean (eg conference fee, travelling fares, accommodation, taxi)	Form for Reimbursement ( <i>Tuntutan Bayaran Imbuhan</i> )- <b>completely filled</b>  <b>PPSG-BK-053</b>	
	<b>Prior to attending conference</b>			<b>Return from conference</b>	<b>If payment has been made</b>	
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ATTENDING CONFERENCES (OVERSEAS) 60 Days prior to travelling date	Cover letter to RCMO detailing: 1. Name of PI 2. Grant Nos 3. Name of Conference 4. Duration 5. Venue	Borang BPLN (downloaded) <i>Borang Permohonan Menghadiri Persidangan / Lawatan Rasmi ke Luar Negara</i>	Conference Brochure & Tentative Programme	Attachments: 1.current eFAS statement of grant – if any 2.Letter of invitation (if any) 3.Abstract of presentation		
	<b>Prior to attending conference</b>					
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REQUEST	CHECKLIST OF FORMS AND DOCUMENTS FOR SUBMISSION TO THE RESEARCH & INNOVATION UNIT FOR FURTHER PROCESSING				
APPLICATION FOR PETTY CASH	Form request for opening of petty cash account <i>(Borang Permohonan Pembukaan Akaun Wang Panjar)</i>  PPSG-BK-076	Retail money certification certificate <i>(Sijil Perakuan Panjar Wang Runcit)</i>  JB/2/BR/5003	Petty Cash Book	Receipts for All Payments Separated According to Vots	Payment Voucher – One voucher for each type of Vot <i>(Baucer Pembayaran Panjar Wang Runcit)</i>  JB12/BPWR 12/2011)
	Application	Year End Submission for Closure of Petty Cash Account			
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PAYMENT FOR PURCHASES OF CONSUMABLES	Document Check List Form for Supplier – tick accordingly <i>(Borang Senarai Semak Dokumen untuk Pembekal oleh PPSG)</i>	Original Purchase Order – <b>signed and stamped by supplier</b>	Original Delivery Note – <b>completed delivery</b> of all items <b>as ordered &amp; Signed &amp; Stamped by Receiver</b>	Original Invoice – <b>as in LPO</b>	
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PURCHASE OF CONSUMABLES (PER ITEM PER YR < RM 50K)	Researcher check to ensure the financial status of his / her grant	Application Form – One Supplier One Form  <b>(PPSG/BK/041)</b>	Attach three (3) Price Quotations for each requested item from suppliers who are registered vendors with USM		
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PAYMENT FOR SERVICES	Letter with Dean’s approval for payment of the said services and its quantity	Price quotation from the service provider	Delivery Note and / or Invoice for the given services (some may require prior payment)		
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REQUEST	CHECKLIST OF FORMS AND DOCUMENTS FOR SUBMISSION TO THE RESEARCH & INNOVATION UNIT FOR FURTHER PROCESSING					
APPLICATION FOR PUBLICATION FEE	HEPG Form – filled & Signed by the PI and Dean	Acceptance notification from the publisher	Details of receiver (Name, Address, Account No, Bank, Bank Swift Code)			
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REIMBURSEMENT FOR PUBLICATION FEE ALREADY PAID	Form for Reimbursement ( <i>Tuntutan Bayaran Imbuan</i> ) <b>PPSG-BK-053</b>	HEPG Form – filled & Signed by the PI and Dean	Acceptance notification from the publisher	Proof of money transaction already made	<b>Publication Fee Without Grant Funding</b> <ul style="list-style-type: none"> <li>- Go to RCMO Website</li> <li>- Go to Publication Fee Funding</li> <li>- Download Form</li> </ul>	
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REIMBURSEMENT FOR HONORORIUM GIVEN TO STUDY SUBJECTS	Letter with Dean’s approval	Form for Reimbursement – filled and signed ( <i>Tuntutan Bayaran Imbuan</i> ) <b>PPSG-BK-053</b>	Form listing name of recipients receiving honororium ( <i>Senarai Nama Penerima Saguhati Pesakit</i> ) <b>PPSG-BK-079</b>			
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REIMBURSEMENT FOR MISCELLANEOUS eg PURCHASE OF CONSUMMABLES FOR RESEARCH	Form for Reimbursement – filled and signed ( <i>Tuntutan Bayaran Imbuan</i> ) <b>PPSG-BK-053</b>	<b>DELIVERY NOTE – with notification that cash payment has been made</b>				
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