| UTM School of Professional and Continuing Education (SPACE) | DIVISION OF RESEARCH MANAGEMENT AND LEARNING RESOURCES | UTMSPACE/BPSP/F/001<br>Pindaan: 0 |
|---|---|---|
| | **PAYMENT APPLICATION FORM**<br>*Borang Permohonan Pembayaran* | |

☎ **07- 531 8080** / ✉ **bpsp@utmspace.edu.my**

**Note**: Kindly submit to Research Management Unit before the closing date.
Please fill Section **1 to 4** and *tick* ☑ *in the appropriate box*

| **1. PROJECT LEADER'S PARTICULARS**<br>*Maklumat Ketua Projek* | | | |
|---|---|---|---|
| **Name** *(with designation)*<br>*Nama (dengan gelaran)* | | | |
| **NRIC / Passport No.**<br>*No. I/C / Passport* | | **Staff No.**<br>*No. Pekerja* | |
| **Office Telephone No.**<br>*No. Telefon Pejabat* | | **Nationality**<br>*Warganegara* | |
| **Hand phone No.**<br>*No. Telefon Bimbit* | | **E-mail Address**<br>*Alamat Email* | ☐ ☐ |
| **Unit / Division**<br>*Unit / Bahagian* | | **Staff Classification**<br>*Klasifikasi Staf* | **Permanent** / *Tetap* **Contract** / *Kontrak* |

| **2. RECIPIENT PARTICULARS**<br>*Maklumat Penerima* | | | | |
|---|---|---|---|---|
| **Name** *(with designation)*<br>*Nama (dengan gelaran)* | | | **Email :** | |
| **Hand phone No.**<br>*No. Telefon Bimbit* | | **Bank Name:** | **Account No:** | **Amount Amaun (RM) :** |

| **3. TYPE OF CLAIMS**<br>*Jenis Tuntutan* | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Advanced Payment**<br>*Pendahuluan* | **Participation Fees** / *Yuran Penyertaan* | | | | **Travel Advance** / *Pendahuluan Diri @ Perjalanan* | | | | **Honorarium For Visiting Professor** / *Saguhati untuk Professor Pelawat* | |
| | ☐ | ***National***<br>*Dalam Negara* | ☐ | ***International***<br>*Luar Negara* | ☐ | ***National***<br>*Dalam Negara* | ☐ | ***International***<br>*Luar Negara* | ☐ | ***Telegrafic Transfer***<br>*Pindahan Telegrafik* |
| **Payment Claim**<br>*Tuntutan Bayaran* | ☐ | ***Local Order / Invoices***<br>*Pesanan Tempatan / Inbois* | ☐ | **Travelling Claims**<br>*Tuntutan Perjalanan* | ☐ | **Reimbursement of Money**<br>*Bayaran Balik Wang* | ☐ | ***Wages / Honorarium / Student Working Scheme / Overtime Claims***<br>*Upah / Saguhati / Skim Pelajar Bekerja/ Tuntutan Kerja Lebih Masa* | | |
| | ☐ | ***Miscellaneous Advance***<br>*Pendahuluan Pelbagai* | ☐ | **Internal Vote Transfer**<br>*Pemindahan Vot Dalaman* | ☐ | **Payment to Oversea**<br>*Bayaran Ke Luar Negara* | ☐ | ***Returning Receipts for Miscellaneous Advance***<br>*Pemulangan Resit Pendahuluan Pelbagai* | | |

| **4. APPLICATION PARTICULARS**<br>*Maklumat permohonan* | | | |
|---|---|---|---|
| **Vote Number**<br>*No. Vot* | | **Funds (year)**<br>*Tabung (Tahun)* | PDF / USF: ____________ |
| **V Series**<br>*V siri* | | | |
| **Description :**<br>*Diskripsi :* | | **Project End Date**<br>*Tarikh Tamat Projek* | |

| **VERIFIED BY PROJECT LEADER**<br>*Disahkan oleh Ketua Projek* | | |
|---|---|---|
| **Name :**<br>*Nama :* | | **Signature :**<br>*Tandatangan :* |
| **Designation :**<br>*Gelaran :* | | **Date :**<br>*Tarikh :* |

| **VERIFIED BY DIVISION OF RESEARCH MANAGEMENT AND LEARNING RESOURCES**<br>*Disahkan oleh Bahagian pengurusan penyelidikan dan Sumber Pembelajaran* | | | | |
|---|---|---|---|---|
| **Name :**<br>*Nama :* | | ☐ | **Supported**<br>*Disokong* | **Signature :**<br>*Tandatangan :* |
| **Unit Stamp :**<br>*Cop Unit :* | | ☐ | **Not Supported**<br>*Tidak Disokong* | **Date :**<br>*Tarikh :* |

| **VERIFIED BY ASSOCIATE CHAIR (DEVELOPMENT)**<br>*Disahkan oleh Timbalan Pengerusi (Pembangunan)* | | | | |
|---|---|---|---|---|
| **Name :**<br>*Nama :* | | ☐ | **Approved**<br>*Diluluskan* | **Signature :**<br>*Tandatangan :* |
| **Unit Stamp :**<br>*Cop Unit :* | | ☐ | **Not Approved**<br>*Tidak Diluluskan* | **Date :**<br>*Tarikh :* |

| **VERIFIED BY GENERAL MANAGER (FINANCE DIVISION)**<br>*Disahkan oleh Pengurus Besar (Bahagian Kewangan)* | | | | |
|---|---|---|---|---|
| **Name :**<br>*Nama :* | | ☐ | **Supported**<br>*Disokong* | **Signature :**<br>*Tandatangan :* |
| **Unit Stamp :**<br>*Cop Unit :* | | ☐ | **Not Supported**<br>*Tidak Disokong* | **Date :**<br>*Tarikh :* |

## SUPPORTING DOCUMENT
*Dokumen Sokongan*

**I have duly completed this form and attached the relevant supporting documents:**
*Saya mengaku telah mengisi borang dengan lengkap dan melampirkan dokumen berkaitan seperti berikut:*

| No. | Item ***(please tick (√ )where appropriate) /*** *Item (Sila tanda (√) pada kotak yang berkaitan)* | |
|---|---|---|
| 1. | **Printed E-Form /** *E-Form yang telah dicetak (Borang Permohonan Pembayaran)* | |
| 2. | **Verified Invoice and Delivery Order (if purchase goods) /** *Inbois dan Nota Penghantaran (jika membeli barang) yang telah disahkan* | |
| 3. | **Verified receipts by Project Leader /** *Resit – resit yang telah disahkan oleh Ketua Projek* | |
| 4. | **Verified Local Order /** *Pesanan Tempatan yang telah disahkan* | |
| 5. | **Supplier Evaluation Form /** *Borang Penilaian Pembekal* | |
| 6. | **Travel Claim Form/ Inside Course Country** */ Borang Tuntutan Perjalanan Arahan Bertugas Rasmi/ Kursus Dalam Negara* | |
| 7. | **Approval Letter and all related supporting documents (For Travel Claim) /** *Surat Kelulusan dan dokumen sokongan yang berkaitan* | |
| 8. | **Attachment 1 (For Wages/Honorarium/Student Working Scheme) /** *Lampiran 1 (Bagi Upah/Saguhati/Skim Pelajar Bekerja)* | |
| 9. | **A copy of Bank Book (Non Staff)/** *Salinan Buku Bank (Bukan Staf)* | |
| 10. | **Justification Letter for purchasing items from Overseas /** *Surat justifikasi pembelian dari luar negara* | |
| 11. | **Other document** */ Lain-lain dokumen (nyatakan):*<br>**i.** ________________________________<br>**ii.** ________________________________<br>**iii.** ________________________________<br>**iv.** ________________________________ | |

**Note /** *Nota :*

1. **Please refer to checklist in order to know which supporting documents need to be attached with this application.**
   *Sila rujuk senarai semak bagi mengetahui dokumen sokongan yang diperlukan untuk dilampirkan bersama permohonan ini.*

2. **For urgent payment, please submit two (2) weeks before the event. Finance Department will not responsible for any late payment.**
   *Untuk segera, sila hantar permohonan dua (2) minggu sebelum aktiviti. Bahagian Kewangan tidak akan bertanggungjawab di atas pembayaran yang lewat.*

3. **Only COMPLETE application will be accepted and processed.**
   *Hanya permohonan yang LENGKAP sahaja akan diterima dan diproses.*