



**PUSAT PENGURUSAN PENYELIDIKAN**  
**PEJABAT TIMBALAN NAIB CANCELOR (PENYELIDIKAN & INOVASI)**  
(RESEARCH MANAGEMENT CENTRE, OFFICE OF DEPUTY VICE CHANCELLOR (RESEARCH AND INNOVATION))

**BORANG TUNTUTAN BAYARAN KEAHLIAN BADAN PROFESIONAL**

PROFESSIONAL BODIES MEMBERSHIP FEES CLAIM FORM

**NAMA PEMOHON**  
(APPLICANT NAME)

**JAWATAN**  
(DESIGNATION)

**NO. STAF**  
(STAFF ID)

**TEL NO.**  
(MOBILE / OFFICE)

**EMEL**  
(EMAIL)

**FAKULTI**  
(FACULTY)

**MAKLUMAT BADAN PROFESIONAL**

INFORMATION OF PROFESSIONAL BODIES

**NAMA BADAN PROFESIONAL**  
(ORGANIZATION / ASSOCIATION)

**NO. RESIT**  
(RECEIPT NO.)

**JUMLAH**  
(TOTAL CLAIM)  
**RM**

**JENIS BAYARAN / TUNTUTAN**

(TYPES OF PAYMENT / CLAIM)



**PENDAFTARAN KEAHLIAN**  
(MEMBERSHIP REGISTRATION)



**PEMBAHARUAN KEAHLIAN**  
(MEMBERSHIP RENEWAL)



**PEMBAHARUAN LESEN PROFESIONAL**  
(PROFESSIONAL LICENSE RENEWAL)

**TARIKH PERMOHONAN**  
(DATE OF APPLICATION)

**TANDATANGAN PEMOHON**  
(APPLICANT SIGNATURE)

**NAMA & COP JAWATAN**  
(NAME & STAMP OF DESIGNATION)

Saya dengan ini mengaku bahawa tuntutan adalah benar dan tidak akan membuat tuntutan lain menggunakan dokumen/resit tersebut  
(I hereby confirm that the claim is true and there's no other claims by using the same document/receipt)

**PENGESAHAN DEKAN/ TIMBALAN DEKAN/ KETUA JABATAN**

APPROVAL OF DEAN/ DEPUTY DEAN/ HEAD OF DEPARTMENT

**TARIKH KELULUSAN**  
(DATE OF APPROVAL)

**TANDATANGAN**  
(SIGNATURE)

**NAMA & COP JAWATAN**  
(NAME & STAMP OF DESIGNATION)

**UNTUK KEGUNAAN PEJABAT**

OFFICE USE ONLY

**STATUS PERMOHONAN**  
(STATUS OF APPLICATION)



**DILULUSKAN**  
(APPROVED)



**TIDAK DILULUSKAN**  
(REJECTED)

**ULASAN** (JIKA TIDAK DILULUSKAN)  
(REMARKS IF REJECTED)

**TARIKH KELULUSAN**  
(DATE OF APPROVAL)

**TANDATANGAN**  
(SIGNATURE)

**NAMA & COP JAWATAN**  
(NAME & STAMP OF DESIGNATION)

PENGARAH/TIMBALAN PENGARAH RMC  
(DIRECTOR / DEPUTY DIRECTOR OF RMC)

**NO. RUJUKAN**  
(REF NO.)

**PUSAT KOS** 9001100  
VOT NO.

**TARIKH HANTAR PERMOHONAN KE BENDAHARI**  
(DATE OF SUBMISSION TO THE BURSAR OFFICE)

NOTA: Sila  $\checkmark$  pada  yang berkenaan

NOTE: Please  $\checkmark$  at necessary

## PANDUAN PERMOHONAN E-CLAIMS:

Pemohon terdiri daripada Pegawai Akademik (pensyarah) yang sedang berkhidmat di Universiti Putra Malaysia sahaja. (Applicants must be an Academic Officer (lecturer) who is currently serving in Universiti Putra Malaysia)

Pemohon perlu mengisi e-claims dan memilih **Kod PTJ: 12051** dan **Kod Projek: 9001100**. (The applicants need to fill up e-claims and choose Kod PTJ: 12051 and Kod Projek: 9001100)

- Resit dan inuis asal (asal) perlu dilampirkan/disertakan.  
(Please attach the original receipt and invoice)
- Pembayaran akan dilaksanakan seperti jadual berikut selepas kelulusan Timbalan Pengarah/ Pengarah, Pusat Pengurusan Penyelidikan:  
(The payment will be made ,based on the table below, after the approval from Deputy Diector/Director/, Research Management Centre)

<b>TUNTUTAN</b> (REIMBURSEMENT CLAIM)	<b>E-CLAIMS</b>	<b>CARA BAYARAN</b> (METHOD OF PAYMENT)
< RM100	x	PETTY CASH
RM101 – RM500	/	PETTY CASH
> RM500	/	AKAUN BANK* (BANK ACCOUNT)

**\*Akaun bank yang aktif dan didaftarkan di Bendahari**  
(The bank account must be active and is registered in Bursary)

**Nota:** Jangkamasa proses di antara 2 -3 minggu.

(Note : The duration of the process is within 2-3 weeks)