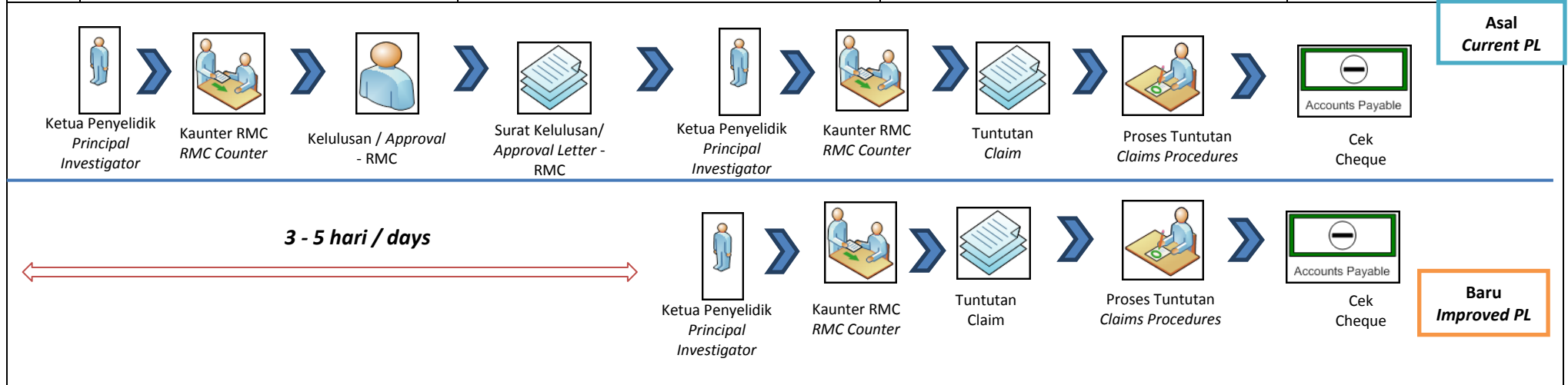


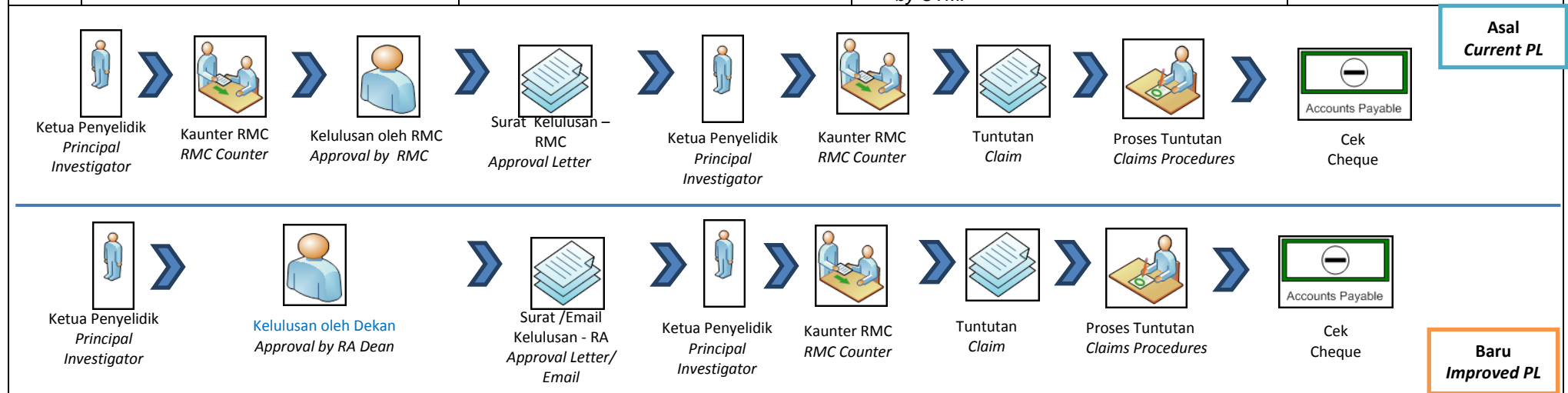
## PEMBAIKAN PROSES KERJA UNIT AKTIVITI

Updated 17<sup>th</sup> March 2016

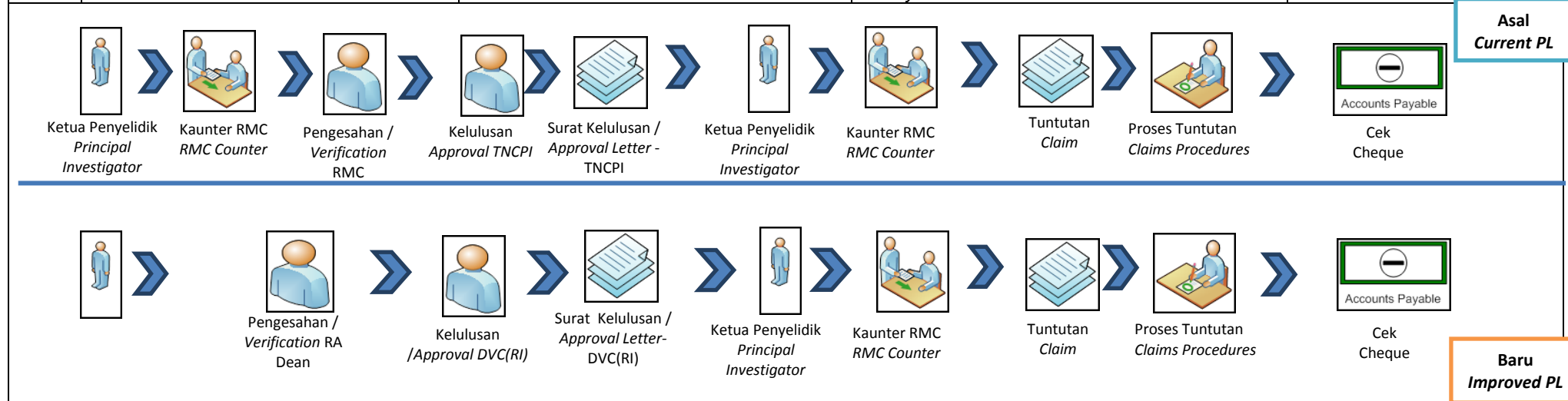
BIL	JENIS AKTIVITI <i>TYPES OF ACTIVITIES</i>	PROSES KERJA SEDIA ADA <i>CURRENT PROCESS FLOW</i>	PEMBAIKAN PROSES KERJA <i>IMPROVED PROCESS FLOW</i>	SYARAT <i>TERMS &amp; CONDITION</i>
1	<p>Menghadiri dan menganjurkan Mesyuarat/ bengkel/ Perjumpaan/ Lawatan/ Perbincangan/ Kerja Lapangan <b>DALAM UTM</b></p> <p><i>Attending/ organising Meeting/ Workshop/ Fieldwork/ Discussion conducted at UTM (Internal)</i></p> <p><b>PENGANJURAN BENGKEL DALAM UTM YANG MELEBIHI RM 5000.00 PERLU SOKONGAN RMC</b></p>	<p>1. Permohonan dimajukan ke Unit aktiviti RMC berserta dengan surat/email Jemputan (berdasarkan senarai semak Unit Aktiviti RMC).</p> <p><i>Application form submitted to Activity Unit, RMC together with Invitation letter/email by Principle Investigator.</i></p> <p>2. Surat kelulusan dikeluarkan selepas semakan berdasarkan senarai semak aktiviti dibuat.</p> <p><i>Approval letter to carry out the said activities will be issued if the application fulfils all requirements.</i></p> <p>3. Tuntutan hanya akan diproses sekiranya Surat Kelulusan RMC disertakan.</p>	<p>1. <b>Tidak perlu</b> sebarang surat/email kelulusan.</p> <p><i>NO NEED to obtain an approval letter from RMC prior to the activities.</i></p> <p>2. Tuntutan akan diproses oleh RMC berdasarkan surat /email panggilan atau jemputan daripada Ketua Projek.</p> <p><i>Claims will be processed by RMC based on invitation email or letters from Principle Investigator.</i></p> <p>3. Tuntutan pembayaran mengikut kadar yang ditetapkan UTM.</p> <p><i>Claims will be paid based on stipulated rates by UTM.</i></p>	<p><b>Tuntutan adalah dibayar mengikut baki V21000 yang ada &amp; lebih ditanggung oleh KP.</b></p> <p><b>YURAN AKAN DIBAYAR menggunakan vot V29000</b></p> <p><i>Claims will be reimbursed according to balance of V21000 and any additional amount will be borne by the Principal Investigator.</i></p> <p><b>ANY FEES REGARDING ACTIVITY WILL BE PAID BY USING THE V29000 vote</b></p>



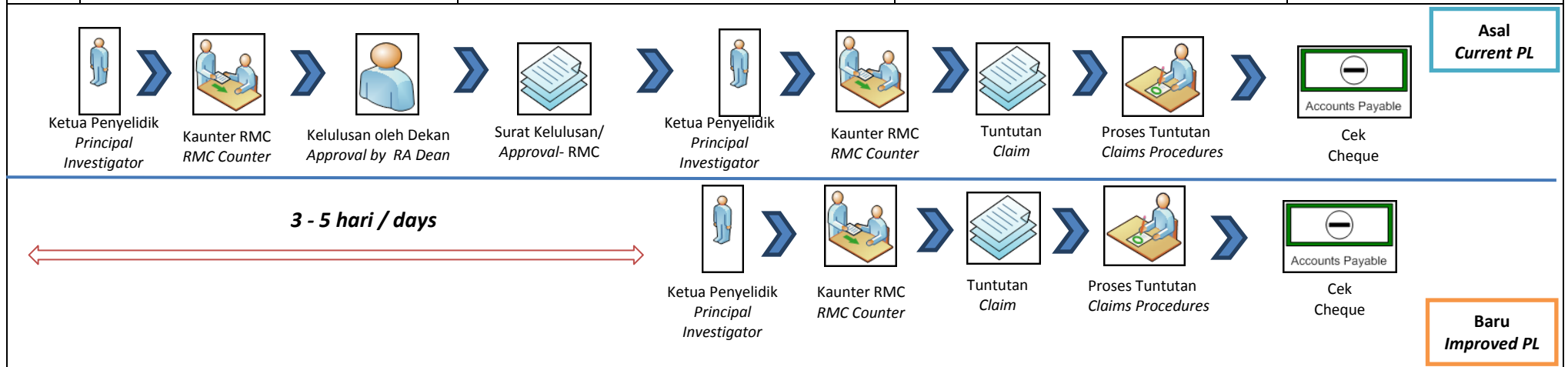
BIL	JENIS AKTIVITI TYPES OF ACTIVITIES	PROSES KERJA SEDIA ADA CURRENT PROCESS FLOW	PEMBAIKAN PROSES KERJA IMPROVED PROCESS FLOW	SYARAT TERMS & CONDITION
2	Menghadiri Mesyuarat/ bengkel/ Perjumpaan/ Lawatan/ Perbincangan/ Kerja Lapangan <b>LUAR UTM, DALAM NEGERA</b>  <i>Attending Meeting/ Workshop/ Fieldwork/ Discussion conducted – Within Malaysia</i>	<p>1. Permohonan dimajukan ke Unit Aktiviti RMC dengan surat/email Jemputan (berdasarkan senarai semak Unit Aktiviti RMC).</p> <p><i>Application form submitted to Activity Unit, RMC together with Invitation letter/email.</i></p> <p>2. Surat kelulusan dikeluarkan selepas semakan berdasarkan senarai semak aktiviti.</p> <p><i>Approval letter to carry out the said activities will be issued if the application fulfils all requirements.</i></p> <p>3. Tuntutan hanya akan diproses sekiranya Surat Kelulusan RMC disertakan.</p> <p><i>Claims will only be processed if attached with RMC's approval letter.</i></p>	<p>1. <b>TIDAK PERLU</b> Surat Kelulusan RMC.</p> <p><i>NO NEED to obtain any approval letter from RMC to carry out the said activities.</i></p> <p>2. Hanya perlu surat / Email kelulusan dari Dekan RA.</p> <p><i>Principal Investigator should get approval letter/ email for RA Dean prior to activity.</i></p> <p>3. Tuntutan akan diproses oleh RMC berdasarkan surat/email kelulusan Dekan RA dan tuntutan perjalanan mengikut kelayakan.</p> <p><i>Claims will be processed by RMC based on approval letter/ email from RA Dean.</i></p> <p>4. Tuntutan pembayaran mengikut kadar yang ditetapkan UTM.</p> <p><i>Claims will be paid based on stipulated rates by UTM.</i></p>	<p><b>Tuntutan adalah dibayar mengikut baki V21000 yang ada &amp; lebih ditanggung oleh KP.</b></p> <p><i>Claims will be reimbursed according to balance of V21000 and any additional amount will be borne by the Principal Investigator.</i></p>



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3	Menganjurkan Bengkel Luar UTM  <b>Organising Workshop (Within Malaysia)</b>	<p>1. Permohonan dimajukan ke Unit Aktiviti RMC. RMC akan mengesahkan permohonan dan kemukakan kepada TNCPI (berdasarkan senarai semak Unit Aktiviti RMC).</p> <p><i>Application form submitted to Activity Unit, RMC. RMC will verify and forward the application form for DVC(RI)'s approval.</i></p> <p>2. Tuntutan adalah berdasarkan Surat kelulusan TNCPI dan berdasarkan senarai semak tuntutan pembayaran.</p> <p><i>Claims will be processed based on DVC(RI)'s approval letter and claim checklist.</i></p>	<p>1. Kertas kerja bersama surat permohonan dimajukan untuk kelulusan TNCPI melalui Dekan, RA.</p> <p><i>Working Paper with covering letter submitted for DVC(RI)'s approval after verified by RA Dean.</i></p> <p>2. Tuntutan akan diproses oleh RMC berdasarkan Surat Kelulusan TNCPI dan senarai semak tuntutan pembayaran</p> <p><i>Claims will be processed by RMC based on DVC(RI)'s approval letter and claim checklist.</i></p> <p>3. Tuntutan pembayaran mengikut kadar yang ditetapkan UTM.</p> <p><i>Claims will be paid based on stipulated rates by UTM.</i></p>	<p><b>Tuntutan adalah dibayar mengikut baki V21000 yang ada &amp; lebih ditanggung oleh KP.</b></p> <p><b><i>Claims will be reimbursed according to balance of V21000 and any additional amount will be borne by the Principal Investigator.</i></b></p>



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4	<b>Pembayaran Yuran Jurnal</b>  <i>Jurnal Fee Payment</i>	<ol style="list-style-type: none"> <li>Dimajukan ke Unit Aktiviti RMC berserta email/surat penerimaan Penerbit dan Artikel penuh (berdasarkan senarai semak Unit Aktiviti RMC).  <i>Application form submitted to Activity Unit, RMC together with acceptance email/ letter from publisher.</i></li> <li>Surat kelulusan dikeluarkan selepas semakan berdasarkan senarai semak aktiviti.  <i>Approval letter to carry out the said activities will be issued if the application fulfils all requirements.</i></li> <li>Tuntutan adalah dengan Surat Kelulusan RMC dan berdasarkan senarai semak tuntutan pembayaran.  <i>Claims will only be processed if attached with RMC's approval letter.</i></li> </ol>	<ol style="list-style-type: none"> <li><b>TIDAK PERLU</b> Surat Kelulusan RMC.  <i>NO NEED to obtain any approval letter from RMC prior to the activity.</i></li> <li>Tuntutan akan diproses oleh RMC berdasarkan email/surat pengesahan penerimaan, inouis/ resit pembayaran/ penyata Kredit Kad, Kertas Kerja penuh dengan bukti IF / JCR dan no. volume/ muka surat.  <i>Claims will be processed by RMC based on acceptance email/ letter, invoice,/ receipt, credit card statement, full paper with proof of IF/ JCR and volume/page no.</i></li> </ol>	<p><b>Tuntutan adalah dibayar mengikut baki V29000 yang ada&amp; lebih ditanggung oleh KP.</b></p> <p><i>Claims will be reimbursed according to balance of V29000 and any additional amount will be borne by the Principal Investigator.</i></p>



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5	Penyelidik Jemputan Dalam Negara <b>Invited Researcher (within Malaysia)</b>	<ol style="list-style-type: none"> <li>Dimajukan ke Unit Aktiviti RMC berserta email/surat jemputan dari KP. (berdasarkan senarai semak Unit Aktiviti RMC).  <i>Application form submitted to Activity Unit, RMC together with acceptance email/ letter from Invited Researcher.</i></li> <li>Surat kelulusan dikeluarkan selepas semakan berdasarkan senarai semak aktiviti.  <i>Approval letter to carry out the said activities will be issued if the application fulfils all requirements.</i></li> <li>Tuntutan adalah dengan Surat Kelulusan RMC dan berdasarkan senarai semak tuntutan pembayaran.  <i>Claims will only be processed based on RMC's approval letter.</i></li> </ol>	<ol style="list-style-type: none"> <li><b>TIDAK PERLU</b> Surat Kelulusan RMC.  <i>NO NEED to obtain any approval letter from RMC prior to the activity.</i></li> <li>Tuntutan akan diproses oleh RMC berdasarkan email/surat jemputan KP.  <i>Claims will be processed by RMC based on invitation email/letter from Principal Investigator.</i></li> <li>Tuntutan pembayaran mengikut kadar yang ditetapkan UTM.  <i>Claims will be paid based on stipulated rates by UTM.</i></li> </ol>	<p><b>Tuntutan adalah dibayar mengikut baki V29000 yang ada &amp; lebih ditanggung oleh KP.</b></p> <p><b>Claims will be reimbursed according to balance of V29000 and any additional amount will be borne by the Principal Investigator.</b></p>

