
	Procedure Quality Management System MS ISO 9001:2015	
	GRANT TRAVEL BUDGET REQUISITION	
	Ref No.	AIMST-SOP-RMC-08
	Effective Date	July 2018
	Revision	01
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PROCEDURE


GRANT TRAVEL BUDGET REQUISITION

Prepared by	Reviewed by
RESEARCH & DEVELOPMENT OFFICER	DIRECTOR RESEARCH MANAGEMENT CENTRE
Approved by	
VICE CHANCELLOR	

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REVISION HISTORY			
Rev. No	Rev. Date	Summary of Changes	Author
01	01/10/18	<ul style="list-style-type: none"> • Cover Page: Approved by changed from 'Deputy Vice Chancellor' to 'Vice Chancellor' • 3.0: Abbreviation of 'Co-I' was added • 4.0: A definition for "invoice" was added. • Input process 6.2 was revised. 	

UNCONTROLLED DOCUMENT

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1.0 OBJECTIVE


This procedure describes the process to get travel budget approval prior to travel.

2.0 SCOPE

This procedure is a mandatory document and shall be implemented by all grant holders, Research Management Centre (RMC) and Finance & Accounts Division Staff (FADS) for all approved funding.


3.0 ABBREVIATION

RMC	:	Research Management Centre
DRMC	:	Director of Research Management Centre
HRDS	:	Human Resources Division Staff
RDO	:	Research & Development Officer
FADS	:	Finance & Accounts Division Staff
FAD	:	Finance & Accounts Division
PI	:	Principal Investigator
Co-I	:	Co-Investigator
VC	:	Vice Chancellor
Rg	:	Registrar

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4.0 DEFINITION

Registrar	:	Head of university's administration
Principal Investigator	:	The lead researcher for a grant project
Finance & Account Division Staff	:	A person who manages the financial affairs of the university
Finance & Accounts Division	:	The Division that is responsible for financial record management, handling financial and banking transaction as well as providing procurement services to the university
Co-investigator	:	The co-researcher for a grant project
Research Management Centre	:	Centre responsible for research related administration
Grant	:	Research funds awarded by local or international funding agency, industry, ministry, Non-Governmental Organization or any personnel
Human Resources Division staff	:	A person responsible in overseeing various aspects of employment, such as compliance with labor law and employment standards, administration of employee benefits, and some aspects of recruitment and dismissal.
Vice Chancellor	:	Vice-chancellor is the person in charge of the entire operation of the university
Vote	:	Classification of grant expenditure.
Invoice	:	The term "invoice" could refer to either Tax Invoice, Invoice, or official receipts.

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5.0 REFERENCE DOCUMENT

No.	Document Name	Location	Ref. Num
5.1	MS ISO 9001:2015	Registry	
5.2	Quality Manual	Registry	AIMST-QM-RMC-01

6.0 INPUT PROCESS

6.1 Travel Budget Requisition Form


6.2 Conference acceptance letter / workshop registration proof/ seminar registration proof/ sabbatical invitation letter / invitation letter for joint research

7.0 OUTPUT PROCESS

7.1 Approved or rejected travel budget request form

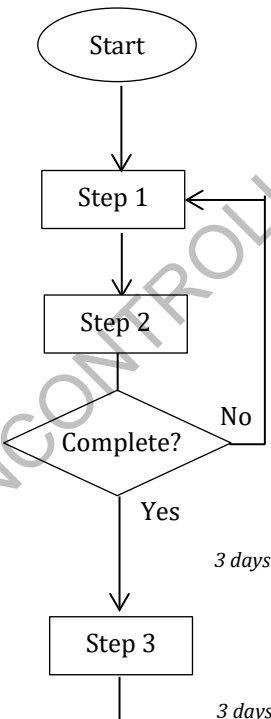
8.0 QUALITY RECORD


Appendix No.	Reference Name	Reference No.	Location	Storage Duration
8.1	Travel Budget Requisition Form	AIMST-SOP-RMC-08-01	FAD	7 years
8.2	Grant Ledger		RMC	7 years

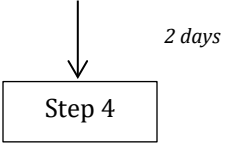
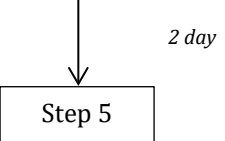
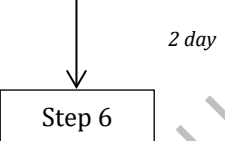
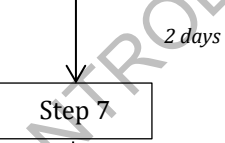
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9.0 APPENDIX

9.1 Work Process Flow

Responsibilities	Work Flow	Work Process	Quality Record
	 <pre> graph TD Start([Start]) --> Step1[Step 1] Step1 --> Step2[Step 2] Step2 --> Complete{Complete?} Complete -- No --> Step1 Complete -- Yes --> Step3[Step 3] </pre>		
PI/Co - I		1. Filling up the Travel Budget Requisition Form & provide all the necessary documents as stated in the form.	Travel Budget Requisition Form
RDO		2. Checking for the completeness of the requisition. If the form is incomplete it will be sent back to the PI for amendment.	
DRMC		3. Verification of the form and ensures the spending is according to the Vote allotted.	

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FADS		4. Verification the availability of fund under the account.	
HRD		5. Verification and the eligibility of conference workshop/seminar leave application.	
VC/Rg		6. Approving the travel budget requisition.	
RDO		7. Notifying the status of the travel budget requisition to the grant holder.	
	