



Procedure  
Quality Management System  
MS ISO 9001:2015

**GRANT TRAVEL REIMBURSEMENT  
CLAIM**

Ref No.	AIMST-SOP-RMC-09
Effective Date	01-July-18
Revision	01
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**PROCEDURE**

**GRANT TRAVEL REIMBURSEMENT CLAIM**

<b>Prepared by</b>	<b>Reviewed by</b>
<b>RESEARCH &amp; DEVELOPMENT OFFICER</b>	<b>DIRECTOR RESEARCH MANAGEMENT CENTRE</b>
<b>Approved by</b>	
<b>VICE CHANCELLOR</b>	




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**REVISION HISTORY**

Rev. No	Rev. Date	Summary of Changes	Author
01	01/10/2018	<ul style="list-style-type: none"> <li>Cover Page: Approved by changed from 'Deputy Vice Chancellor' to 'Vice Chancellor'</li> <li>3.0: Abbreviation of "RDO", "DRMC" and "Co-I" was added</li> <li>4.0: A definition for "invoice" was added.</li> <li>9.1: Added an additional step</li> </ul>	RMC

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### 1.0 OBJECTIVE

This procedure describes the process of travel reimbursement claim.

### 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

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




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#### 4.0 DEFINITION

Principal Investigator	:	The lead researcher for a grant project
Co-investigate	:	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
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
Vice Chancellor	:	Vice-chancellor is the person in charge of the entire operation of the university
Vote	:	Classification of grant expenditure
Registrar	:	Head of university's administration
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. No.
5.1	MS ISO 9001:2015 Standards	Registry	
5.2	Quality Management System Manual	Registry	AIMST-QM-RMC-01

## 6.0 INPUT PROCESS

- 6.1 Travel Reimbursement Claim Form
- 6.2 Tax invoice / receipts

## 7.0 OUTPUT PROCESS

- 7.1 Funds transferred to the claimant

## 8.0 QUALITY RECORD

No	Reference Name	Reference No.	Location	Storage Duration
8.1	Travel Reimbursement Claim Form	AIMST-SOP-RMC-09-01	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]) --&gt; Step1[Step 1]     Step1 --&gt; Step2[Step 2]     Step2 -- No (3 days) --&gt; Step1     Step2 -- Yes --&gt; Step3[Step 3]     </pre>		
PI/Co-I		1. Filling up the Travel Reimbursement Claim Form and provide all the necessary documents as stated in the form.	Travel Reimbursement Claim 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 ensuring the spending is according to the Vote allotted.	



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FADS	<pre> graph TD     Start(( )) --&gt; Step4[Step 4]     Step4 -- 2 days --&gt; Step5[Step 5]     Step5 -- 2 days --&gt; Step6[Step 6]     Step6 --&gt; End([End])           </pre>	4. Verification of the availability of fund under the account	
VC/Rg/FADS		5. Approving the travel claim.	
		6. Processing the payment	