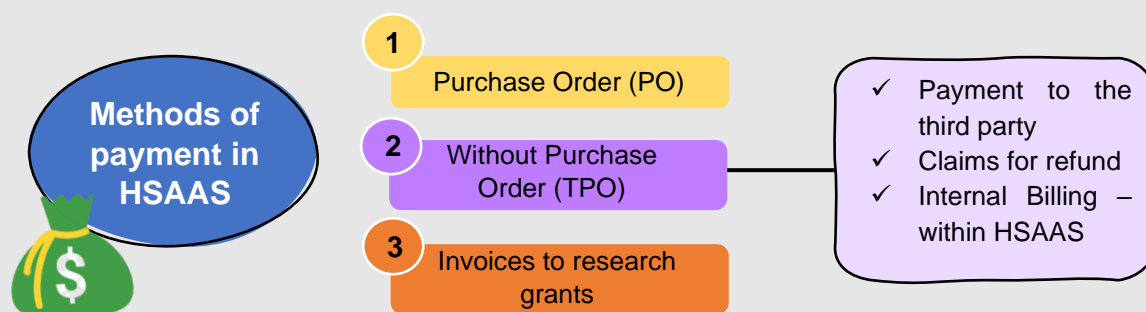


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ONEY MATTERS IN RESEARCH ACTIVITY



A. CLAIMS

i. Claims to Sponsor

Principal Investigator (PI) must fill in [Borang Arahan Pengeluaran Invois](#) and submit the form to Unit Hasil, HSAAS together with the supporting documents.

ii. Claims for Refunds (Pay & Claim)

Principal Investigator (PI) can submit a **Memo Tuntutan Bayaran Balik** to Bahagian Kewangan, HSAAS together with the supporting documents.

Supporting documents

Bank transaction proof
Bank statement
Other related documents such as receipt etc.



If the bank transaction is not from PI's bank account (for example; the payment is made by a Research Assistant), it is necessary for the PI to attach **Surat Akuan Pembayaran** together with other required documents. PI can obtain the letter from the Bahagian Kewangan, HSAAS.



If the research period is about to end, the PI needs to submit **Surat Permohonan Penangguhan to RMC** to enable Bahagian Kewangan, HSAAS to process the payment claim application during that extension period.

For more info, please refer to [Pekeliling Bursar Bil. 6 Tahun 2022: Polisi Tuntutan Bayaran Balik \(Pelbagai\) di UPM](#)

B. HONORARIUM



For honorarium payments to individuals, the claims cannot be made through Sistem eClaim, unless the individual is involved in field work or '*kerja lapangan*' (outside HSAAS).

PI needs to submit **Memo Arahan Bayaran Balik** to Bahagian Kewangan, HSAAS along with these supporting documents:

- ✓ List of honorarium recipients,
- ✓ Their IC number / Passport
- ✓ Their Bank information / Bank statement
- ✓ Other related documents such as receipt, invoice etc

C. PAYMENT FOR PURCHASING RESEARCH-RELATED EQUIPMENT / SERVICES

- ✓ Any purchase of research materials or professional services related to research is encouraged to be done through:

1

Purchase Order (PO)

OR

2

Direct payment

Submit a **Memo Arahan Bayaran Balik** to Bahagian Kewangan, HSAAS along with **individual / supplier bank information, a copy of research agreement and other related documents.**

- ⊘ Refund claim is not recommended for this application. However, PI who insists to proceed with this method of claim will be of full responsibility for any issues or consequences arises in the future.
- ⚠ The application must be submitted to Bahagian Kewangan, HSAAS within **three (3) months** after the date of procurement of the research materials / services.

D. APPOINTMENTS FOR PROFESSIONAL NON-CONSULTANT SERVICES

- ⚠ For any appointments for Professional Services (Non-Consultant), researchers need to refer to the procedure outlined in **PK 10.9** unless the provision for this service has been stated and approved in the **research agreement / research proposal**.
- ✓ The appointments must be approved by an authorized officer (eg: Director / Dean) and then be brought to Jawatankuasa Penilaian PTj before the offer letter can be issued.
- ⊘ PI is not authorized to make any appointments for this kind of services.

E. DONATION

- ⚠ It is required to submit a **Memo Permohonan Memberi Sumbangan** to Unit Hasil and Unit Kaunseling dan Kerja Sosial Perubatan (CMSSU), HSAAS for any donations / contributions from Researchers / external parties to any Akaun Amanah in HSAAS.
- ✓ The application will be submitted by CMSSU to the UPM Vice Chancellor's Office for approval.