For process flow, refer Appendix 1

**OBJECTIVE**

To outline the process of Reimbursement

**SCOPE**

Research Grant

**DEFINITION**

PI - Principal Investigator  
IPSR - Institute of Postgraduate Studies & Research  
DFN – Division of Finance

*Please refer Note below*

### PROCESS DETAILS INTERFACE RESPONSIBILITY

<table>
<thead>
<tr>
<th>PROCESS No.</th>
<th>DETAILS</th>
<th>INTERFACE</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Submit a cash purchase request for urgent purchases, attached with quotations, - proceed to 1.2 Purchases which do not require prior approval - proceed to 1.3</td>
<td>Email/ Hardcopy</td>
<td>PI</td>
</tr>
</tbody>
</table>
| 1.2         | Approve the request  
(a) Approved – proceed to 1.3  
(b) Not approved – go to 1.8 | Email/ Hardcopy | IPSR Director |
| 1.3         | After purchase made, submit reimbursement letter with supporting documents. Document - receipts, payment voucher or supporting documents which show that payment has been made | Hardcopy | PI |
| 1.4         | Submit recommended reimbursement to IPSR. | Hardcopy | Faculty |
| 1.5         | Verify the reimbursement.  
(a) Complete – proceed to 1.7  
(b) Incomplete – notify PI to provide the requested information, go to 1.6 | Hardcopy | IPSR Officer |
| 1.6         | Provide the requested information (go to 1.4) | Hardcopy / Softcopy | PI |
| 1.7         | Approve the reimbursement.  
(b) Approved – proceed to 1.9  
(b) Not approved – go to 1.8 | Hardcopy | IPSR Director |
| 1.8         | Notify PI | Email | IPSR Officer |
| 1.9         | Submit the approved claim form and original receipts to DFN for payment. | Hardcopy | IPSR Officer |
| 2.0         | DFN issue cheque | Hardcopy | DFN |
| 2.1         | PI receives cheque from DFN | Cheque | DFN |

**Note:**

1) Reimbursement may not be used to avoid other established purchasing procedure.

2) PI should obtain approval before proceeding with the purchase.

3) Only photocopying and printing charges, stationeries, electronics and mechanical components, postage, shipment charges, broadband and call charges, that has been budgeted in the agreement do not require prior approval.

3) Reimbursement shall only be used for purchased of item that is less than RM 300 per item & max RM 1000 per claim. The total orders may not be split into smaller amount to avoid this RM300 limit.

5) Reimbursement are not allowed for capital expenditure.