

TRAVEL CLAIM INSTRUCTION FOR INDUSTRIAL TRAINING SUPERVISOR'S VISIT

1. Go and Log-in to UM Portal
2. Click **Staff E-Services**.
3. Click **Claim/Tuntutan**
4. Click **Travel Claim Module/Modul Tuntutan Perjalanan Diri**
5. Click **Application/Permohonan** then choose **Others/Lain-Lain**
6. Then go to **Click here to claim for others without Cash Advance/Permohonan Tuntutan Lain-lain Tanpa Wang Pendahuluan Diri** (bottom, far right)
7. Fill in details, save and go to **Next Item**
8. Documents **should be uploaded**:
 - a) **Official letter from faculty on official duty as Industrial Training Supervisor**
 - b) **List of students visited (Students' name & Organization details)**
 - c) **All related receipts/invoices (example: parking ticket, hotel receipt, tol ticket, flight ticket and etc.)**

***IMPORTANT NOTE:** application will be **REJECTED** without the supporting documents

9. Budget Allocations Details/ *Maklumat Peruntukan*:

- a) Allocation Categories/ *Kategori Peruntukan* :
 - Choose **Non-Research/Bukan Penyelidikan**
- b) Allocation No./*No. Peruntukan*, please key-in allocation number as per below:
 - i) **Fund : ADA – KW M'URUS SEDIA ADA**
 - ii) **Search : 51090 - Pusat Pencetus Bakat & Latihan Industri (CITra)**

Details as per below will appear, Then click **Choose/Pilih**

Kemaskini Maklumat Peruntukan
Updating Allocation Information

Pilih Maklumat Peruntukan
Choose Allocation Information

Peruntukan Bukan Penyelidikan (Costcenter) Peruntukan Penyelidikan (WBS) Peruntukan Bukan Penyelidikan (WBS)

GL
B211002 : D - CONFERENCE / COURSE / WORKSHOP

Fund
--- Sila Pilih ---

Pilihan Maklumat Peruntukan

10 records per page Search: 51090

No. Costcenter (Costcenter No.) ^	Ktrgn. Costcenter (Costcenter Desc.) ⇅	Ketua (Head) ⇅	Tindakan (Action) ⇅
0000051090	CITra PUSAT PENCETUS BAKAT & LATIHAN INDUSTRI (CITRA)	PROFESOR MADYA DR. SITI NURANI BINTI MOHD NOOR (00003963)	<input type="radio"/>

Showing 1 to 1 of 1 entries (filtered from 245 total entries) Previous 1 Next

Pilih [Choose]

<< Kembali [Back]

10. Click **Back/ Kembali** to fill in other details as required.

Further enquiry, please call CITRa office at 03-7967 5408

Note: Please check all information is correct before submit