

## POSTDOCTORAL AIR TICKET CLAIMS PROCEDURE

### 1. CONDITION OF CLAIM

Provided that postdoctoral complete the full period of appointment without any reappointment, the University will pay the cost of return air ticket passage (Economy Class) from postdoctoral home airport to Kuala Lumpur. If candidate is in Malaysia before the issuance of the offer letter, the flight ticket will only be provided from Malaysia airport to postdoctoral home airport. However, the University will not provide passages for any accompanying spouse or child.

### 2. FORM AND SUPPORTING DOCUMENT

- 1) Miscellaneous Claim Form
  - a. The form must be completed through UPM e-claim system (<http://eclaims.upm.edu.my>).  
(If applicant has problems logging into the system, please ask for help from system administrator at [eclaim.bursar@upm.edu.my](mailto:eclaim.bursar@upm.edu.my))
  - b. Guidelines for completing this form can be referred in **Appendix A**.
  - c. The form must be printed and signed by the applicant.
- 2) Copy of offer letter
- 3) Copy of report duty confirmation (Sample can be referred in **Appendix B**)
- 4) Copy of passport (Profile page and employment pass page)
- 5) Original receipt of ticket purchase
- 6) Confirmation of flight itinerary

### **3. SENDING FORM AND SUPPORTING DOCUMENT**

Form and supporting document should be sent to:

Head of Administration

Office of the Deputy Vice Chancellor (Research & Innovation)

Universiti Putra Malaysia

(attn: Mr. Mohd Rezuan M Aspar)

Tel : +603-9769 1242 / 1038

E-mail : [mohdrezuan@upm.edu.my](mailto:mohdrezuan@upm.edu.my) / [nohajjah@upm.edu.my](mailto:nohajjah@upm.edu.my)

### **4. PAYMENT CONFIRMATION**

Payment will be credited to the applicant's bank account within two weeks from the date the complete application is received by the Bursar Office. Application status will be notified via email.

Prepared by,

Secretariat

Selection Committee (Research)

Office of the Deputy Vice Chancellor (Research & Innovation)

Date of update: July 17<sup>th</sup>, 2023

HOW TO FILL IN MISCELLANEOUS CLAIM FORM

1. LOG IN TO THE SYSTEM (<http://eclaims.upm.edu.my/login/>)

UPM  
UNIVERSITI PUTRA MALAYSIA  
BERILMU BERBAKTI

e-Claim System

Nama Pengguna

Kata Laluan

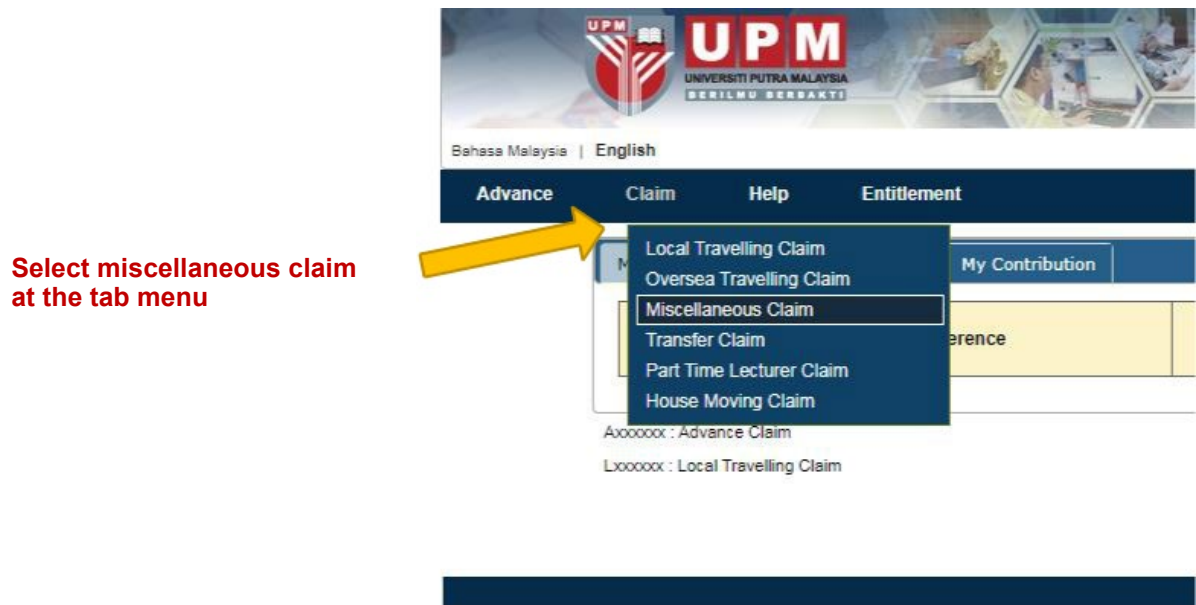
Login

Please input your staff id, i.e. PD0123

Please input your password, default password is your passport number. If you can't remember your password, please email 'forgot password' to eclaim.bursar@upm.edu.my

Perhatian : Sila gunakan Pelayar Mozilla Firefox bagi mengelakkan gangguan semasa menggunakan sistem

2. SELECT MISCELLANEOUS CLAIM



3. INPUT MOBILE NO AND SELECT VOT NO



4. SELECT VOT NO

LOOKUP FOR PTJ
✕

Search :

Code	Description	Zone/Section/Code
12051	Pejabat TNC (Penyelidikan dan Inovasi)	34

Input 12051 in the search box and click OK

5. SELECT CLAIM TYPE

CLAIM TYPE		Amount (RM)
Miscellaneous Claim	<input type="checkbox"/>	<input style="width: 80px;" type="text" value="0.00"/>
Dental/Medical Claim	<input type="checkbox"/>	<input style="width: 80px;" type="text" value="0.00"/>
Petrol Claim	<input type="checkbox"/>	<input style="width: 80px;" type="text" value="0.00"/>

Tick Miscellaneous Claim

6. INPUT DETAILS OF CLAIMS

**MISCELLANEOUS CLAIM**
✕

I am claiming for the following activities/projects: Air ticket claim for postdoctoral fellow from xxx airport to xxx airport

Fund Type : Projek Project Code :

**Select Project type**

**Input details of claim**

Add Row Delete Row

	Expenditure Description	Receipt Date	Receipt No	Amount(RM)
<input type="checkbox"/>				0.00

**Click this icon to select Project Code**

CLAIM TOTAL:

Deduct: Advance Taken:

Advance No	Date	Amount	Allocated Amount (RM)	Balance (RM)
<span style="border: 1px solid gray; padding: 2px; width: 100px;"></span>	<span style="border: 1px solid gray; padding: 2px; width: 100px;"></span>	0.00	0.00	0.00

Balance Amount (RM) 0.00

**ENDOWMENT FUND CONTRIBUTIONS:**

By this I am pleased to submit the total amount of claims which have been quoted to the University (RM) 0.00

Cancel
Save & Continue

7. INPUT PROJECT CODE

✕
**MISCELLANEOUS CLAIM**

I am claiming for the following activities/projects: Air ticket claim for postdoctoral fellow from xxx airport to xxx airport

Fund Type : Projek Project Code :   🔍

✕
**LOOKUP FOR PROJECT CODE**

Search : 9001000

Project Code
9001000

Cancel OK

Input 900100 in the search box and click 9001000 at Project Code in the box, and then click OK

CLAIM TOTAL:  

Deduct:  

Balance Amount:  

ENDOWMENT:  

By this I am pleased to submit the total amount of claims which have been quoted to the University (RM) 0.00

Cancel Save & Continue

8. INPUT DESCRIPTION OF CLAIM

**MISCELLANEOUS CLAIM**
✕

I am claiming for the following activities/projects:

Fund Type :  Project Code :

	Expenditure Description	Receipt Date	Receipt No	Amount(RM)
<input type="checkbox"/>				0.00

CLAIM TOTAL: (RM)

Deduct: Advance Taken:

Amount	Allocated Amount (RM)	Balance (RM)
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

(RM)

By this I am pleased to submit the total amount of claims which have been quoted to the University (RM)

**Input details of;**  
 - Expenditure Description  
 - Receipt Date  
 - Receipt No  
 - Amount (RM)

**Click Save & Continue**



**9. SUBMIT THE CLAIM**

CLAIM TYPE

Miscellaneous Claim

Dental/Medical Claim

Petrol Claim

ENDOWMENT FUND CONTRIBUTIONS

By this I am pleased to submit the total amount of claims which have been quoted to the University

CLAIM TOTAL

Net Total

Date

 **Click Save and Submit**

**10. SELECT CLAIM FORM**




Bahasa Malaysia | English

**Advance**   **Claim**   **Help**   **Entitlement**

**My Dashboard**   **Incomplete Form**   **My Contribution**

Application No	Reference
C139020	

 **Go to Home Menu and select submitted claim under My Dashboard**

11. READY TO PRINT

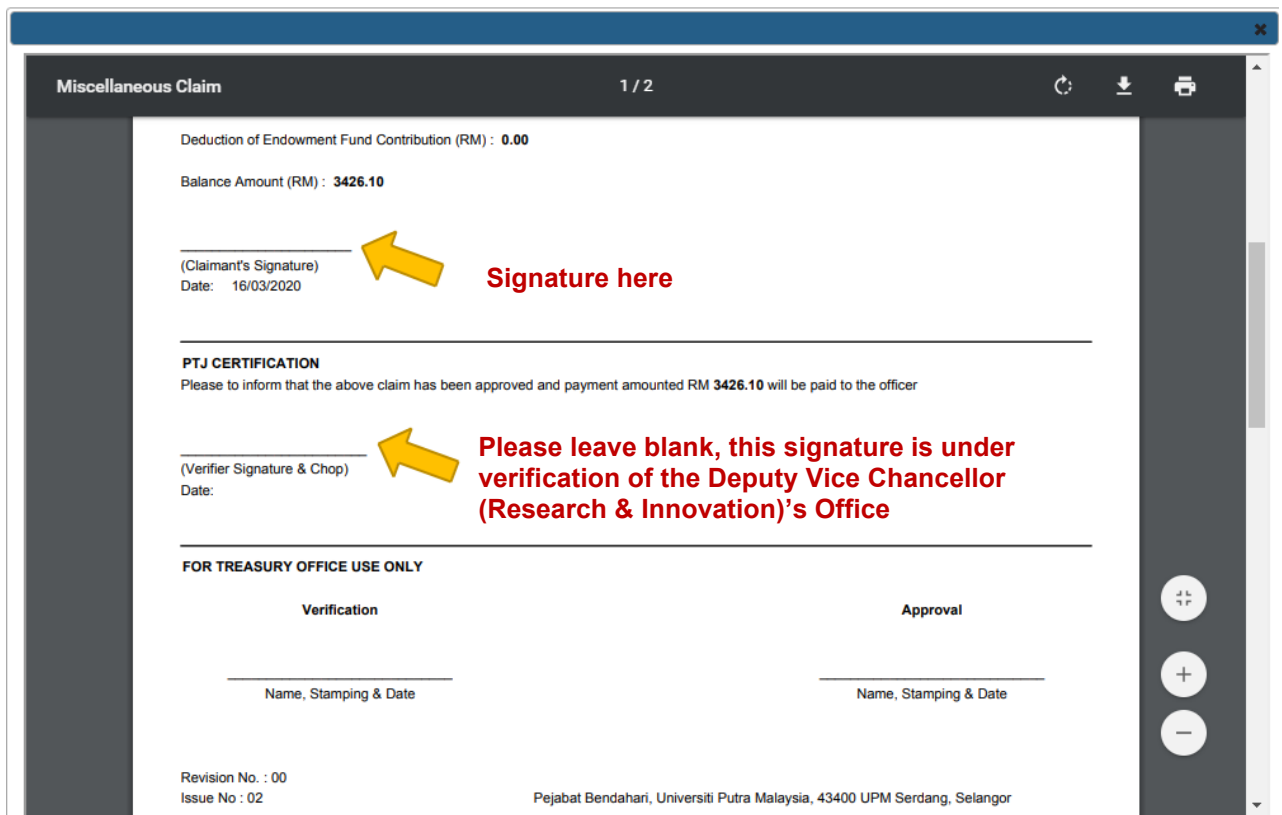
Reference No:

Miscellaneous



Click print icon to ready to print

12. SAVE AND PRINT



Miscellaneous Claim 1 / 2

Deduction of Endowment Fund Contribution (RM) : 0.00

Balance Amount (RM) : 3426.10

\_\_\_\_\_  
(Claimant's Signature)  
Date: 16/03/2020

**Signature here**

PTJ CERTIFICATION  
Please to inform that the above claim has been approved and payment amounted RM 3426.10 will be paid to the officer

\_\_\_\_\_  
(Verifier Signature & Chop)  
Date:


**Please leave blank, this signature is under verification of the Deputy Vice Chancellor (Research & Innovation)'s Office**

FOR TREASURY OFFICE USE ONLY

<b>Verification</b>	<b>Approval</b>
_____ Name, Stamping & Date	_____ Name, Stamping & Date

Revision No. : 00  
Issue No : 02

Pejabat Bendahari, Universiti Putra Malaysia, 43400 UPM Serdang, Selangor

	<p style="text-align: center;"><b>SOKONGAN SUPPORT</b>  <b>PENGURUSAN SUMBER MANUSIA HUMAN RESOURCE MANAGEMENT</b></p> <p style="text-align: center;"><b>PEJABAT PENDAFTAR REGISTRAR OFFICE</b>  <b>Kod Dokumen Document Code: SOK/BUM/BR03/ BORANG PENGESAHAN</b></p>
	<p style="text-align: center;"><b>BORANG PENGESAHAN LAPOR DIRI</b>  <b>REPORT FOR DUTY VERIFICATION FORM</b></p>
<p>Tarikh Date: .....</p> <p>Pendaftar Registrar  Universiti Putra Malaysia  43400 UPM Serdang  SELANGOR</p> <p style="text-align: center;"><b>PENGESAHAN LAPOR DIRI MULA BERTUGAS</b>  <b>REPORT FOR DUTY CONFIRMATION:</b></p> <p>Nama / Name :    Jawatan / Position :    Jabatan / Department :</p> <p>Dengan ini disahkan bahawa:-  <i>Herewith I confirmed that:</i></p> <p style="text-align: center;">Pegawai yang tersebut di atas telah melaporkan diri untuk mula bertugas di Jabatan ini, mulai  <i>The above-named officer has reported for duty at this Department commencing from:</i></p> <p style="text-align: center;">.....</p>	
<p style="text-align: center;">.....  (Tandatangan /Cap Jabatan)  <i>(Signature/Department stamp)</i></p> <p style="text-align: center;"><b>Dekan/Ketua Jabatan/Pengarah</b>  <i>(Dean/Head of Department/Director)</i></p>	<p style="text-align: center;"><b>UNTUK KEGUNAAN PEJABAT PENDAFTAR</b>  <b>For Registrar Office Use</b></p> <p style="text-align: center;">(Cap Jabatan)  <i>(Department stamp)</i></p>