



PAYMENT REQUISITION FORM

SECTION A: PAYMENT REQUEST INFO

CC Reference No:

1. Type of Beneficiary

- Vendor Staff
 Student Others (please specify):

Purpose of Payment Request:

2. Beneficiary Info

Staff/Beneficiary Name:

Staff ID/Beneficiary IC/
Passport no/Vendor ID:

Department/
Faculty:

Designation:

Contact No:

Email Address:

Advance Reference No:
(if applicable)

Bank/Bank account no:
(for non-MMU staff only)

SWIFT CODE/IBAN No/Bank Address:
(for TT-Foreign only)

3. Payment Request Details

All payment must be supported with the original receipt(s) and relevant supporting document(s)

Payment method:

- TT-Local TT-Foreign Cheque Bank Draft
 FPX DuitNow JomPay

Payable currency:

- MYR
 Others _____
(Please attach WHT Confirmation Letter)

Payment urgency:

- Normal
 Urgent (please state reason)

4. Budget Info

Budget Year:

Cost Centre to charge:

Budget Code:

Budget Balance: (prior this
request)

Internal Order: (if
applicable)

WBS Element: (if
applicable)

SECTION B: PAYMENT DETAILS

No	Item	*Rate (per day/km)	*No of days	*Distance (km)	Receipt No	Sub Total (RM)	**SST (RM)	Total Amount (RM)
1	Registration Fee							
2	Air Tickets							
3	Accommodation							
4	Meal allowance							
5	Mileage/Taxi/Bus Fare							
6	Toll/Parking							
7	Others (please itemize)				Receipt No	Sub Total (RM)	**SST (RM)	Total Amount (RM)
	a.							
	b.							
	c.							
	d.							
	e.							
8	Total Expenses							
9	Less : Advance/Committee Approved Amount (if applicable)							
10	***Balance to claim (no 8 minus no 9)							

Note:

- * For Meal allowance and Mileage claims only
- ** Kindly separate the SST amount
- *** +ve balance: staff to claim; -ve balance: staff to refund (subject to TNC/entitlement as per offer letter/approval)

SECTION C: DECLARATION AND APPROVAL

- a. We hereby confirm that the above information is correct, and all required documents are sufficiently provided.
- b. If this claim is found overpaid, UTSB has the right to recover the overpaid amount through salary deduction or any other means permitted by law.
- c. We understand that any incomplete information and/or documentations may lead to delay in payment process.
- d. We also understand that Finance Division has the right to determine the actual date for any urgent payment request.

Requested By:		Approved By:	
Signature		Signature	
Name		Name	
Designation		Designation	
Date		Date	