

 UNIVERSITI MALAYSIA KELANTAN	UMK(B01.08.09)(16-16)	Tarikh Kkuatkuasa : 26 Oktober 2023
	BORANG TUNTUTAN KOS PROJEK / BAYARAN BALIK (PROJECT COST CLAIM / REFUND FORM)	

(Borang yang lengkap hendaklah dihantar ke PTJ Mengurus bersama lampiran)

Completed form with attachments needs to be sent to Responsibility Centre (RC)

BUTIRAN PERKHIDMATAN PERUNDINGAN <i>CONSULTATION SERVICE DETAILS</i>				
Tajuk Projek <i>Project Title</i>				
Nombor Projek <i>Project Number</i>				
Nama Perunding <i>Consultant's Name</i>				
Kos Projek <i>Project Cost</i>				
Nama Pelanggan <i>Client's Name</i>				
Tempoh Projek <i>Project Duration</i>	Dari <i>From</i>		Hingga <i>To</i>	

KETERANGAN TUNTUAN <i>CLAIM DETAILS</i>	JUMLAH TUNTUTAN (RM) <i>TOTAL CLAIM (MYR)</i>
Menuntut Jumlah Kos Projek (Projek Siap) <i>To claim the total cost of the project (Finished Project)</i> <ol style="list-style-type: none"> 1. Mengemukakan Laporan Akhir <i>Final Report Attachment</i> 2. Penghantaran Sijil <i>Certificate Submission</i> 	
Menuntut Sebahagian Kos Projek (Pembayaran Prestasi) <i>To claim partial cost of the project (Progress Payment)</i> <ol style="list-style-type: none"> 1. Mengemukakan Laporan Inseprion/Interim/ Lain-Lain <i>Inseprion Report/Interim/Others Attachment</i> 	
Bayaran Balik <i>Refund</i>	

Sila lampirkan:

Please attach:

- a. Borang tuntutan UMK sedia ada.
UMK Claim Form
- b. Resit-resit asal (Penginapan, perjalanan, pengangkutan, pembelian barang-barang runcit, dll)
Original receipt (Accommodation, Travel, Transportation, Grocery Purchases, Etc.)
- c. Dokumen-dokumen sokongan (surat / emel jemputan mesyuarat, dll)
Supporting documents (meeting invitation letter / email, etc.)

Tandatangan dan Cop Perunding / Pembantu Perunding. <i>Signature and Stamp of Consultant / Consultant Assistant</i>	Tarikh: <i>Date:</i>
Diluluskan oleh: <i>Approved by:</i> Tandatangan dan Cop Ketua PTJ Mengurus <i>Signature and Stamp of Head of Managing RC</i>	Tarikh: <i>Date:</i>