



BORANG PERMOHONAN MENGHADIRI SEMINAR / PERSIDANGAN / LATIHAN / BENGKEL / MESYUARAT / LAWATAN RASMI KE LUAR NEGARA / APPLICATION FORM FOR ATTENDING SEMINAR / CONFERENCE / TRAINING / WORKSHOP / MEETING / OFFICIAL TRIP ABROAD

Nota/Note : Borang ini perlu diserahkan ke Pejabat UPMI 14 hari sebelum tarikh berlepas/*This form must be submitted to UPMI at least 14 days from the date of departure.* Sila isi dalam satu (1) salinan sahaja/*Please fill in one (1) copy only.*

1. MAKLUMAT PERIBADI PEMOHON/APPLICANT'S PERSONAL PARTICULAR							
Nama Penuh / Full Name							
No. KP / No. Passport NRIC / Passport No.				No. Staf / Staff ID			
No Telefon Pejabat / Office Telephone No.				No. Fax Pejabat / Office Fax No.			
No Tel. Bimbit / Hand Phone.				Alamat E-mel / E-mail Address			
Jawatan / Designation				Warganegara / Nationality			
Fakulti / Faculty				Pusat / Bahagian / Unit Centre / Division / Unit			
Penyelidikan Bersekutu/ Research Alliance				Kumpulan Penyelidik/ Research Group			
Bidang Kepakaran/ Field of Expertise							
2. MAKLUMAT PROGRAM/TYPE OF PROGRAMMES [Sila tandakan (/) / Please tick (/) where applicable]							
Jenis Program / Type of programme		Seminar/ Seminar	Persidangan/ Conference	Latihan/ Training	Bengkel/ Workshop	Mesyuarat/ Meeting	Lawatan Rasmi/Lain-lain/ Official Trip/Others
Nama Program / Name of programme							
Tarikh Program / Date of programme				Tempat/Venue			
Tempoh Lawatan / Length of Visit		Hari/ Days	Daripada/From		Hingga/To		
Tujuan/Purpose							
Bilangan Peserta / No. of Participant		Nama Ketua, jika bilangan lebih dari seorang / Name of the Leader, if more than one participant					
Keterangan Peserta Lain / Details of other participant (terhad kepada 2 peserta/limited to 2 participant)		Nama / Name				Jawatan / Gred [Position/Grade]	
		1.				1.	
		2.				2.	
Alasan, jika lebih seorang peserta / Justification, if more than one participant							
Sebutkan samada pegawai Kedutaan Malaysia di negeri tempat seminar / persidangan / lawatan rasmi diadakan akan menyertai persidangan itu. Jika sertai, nyatakan mengapa kehadiran pegawai tersebut diperlukan / Please state whether Officers of Malaysian Embassy at country where the seminar/conference/ official trip is held will be present; and state reason why attendance of the Officer is required							
Faedah Kepada Negara / Benefit to the country		1.					
		2.					
		3.					
Kelulusan Kementerian Dalam Negeri dan Kementerian Luar (Jika Persidangan, Seminar dan Lawatan rasmi diadakan di negara Israel) / Approval from Ministry of Home Affairs (if Conference, Seminar and Official trip held in Israeli)							

3. IMPLIKASI KEWANGAN/FINANCIAL IMPLICATION [Sila tandakan (/) / Please tick (/) where applicable]					
Pusat / Bahagian / Unit <i>Center / Division / Unit</i>	Sendiri / <i>Personal</i>	Di Taja Penganjur / <i>Sponsor by Organizer</i>	Geran Penyelidikan / <i>Research Grant</i>	Lain-lain /sila nyatakan: <i>Others / Please state :</i>	
Jenis Geran / <i>Type of Grant</i> : Science Fund / FRGS/ IRGS / Post Doctoral / Contract Research / Others (sila pilih / <i>please specify</i>)		Vot No. :	Peruntukan 20__ / <i>Allocation 20__</i>	RM	
			Tanggungjawab Semasa / <i>Current Spending</i>	RM	
			Baki / <i>Balance</i>	RM	
Implikasi Kewangan / <i>Financial Implication</i>		RM			
Yuran Pendaftaran / <i>Registration Fee</i>		RM			
Penginapan / <i>Accommodation</i>		RM			
Makan / <i>Meal Reimbursement</i>		RM			
Tambang Penerbangan / <i>Airfares</i>		RM			
Kos Pengangkutan / <i>Transportation cost</i>		RM			
Elaun Buku / <i>Book Allowance</i>		RM			
Elaun Pakaian Panas / <i>Warm Clothes Allowance</i>		RM			
Insurans Kesihatan / <i>Health Insurance</i>		RM			
Lain-lain kos / <i>Others :</i>		RM			
TOTAL		RM			

4. SENARAI SEMAKAN DAN PERAKUAN/CHECKLIST AND DECLARATION			
Saya telah lengkapkan borang ini dan sertakan dokumen sokongan berikut / <i>I have duly completed this form and attached the following supporting documents</i>			
No	Item (Sila tandakan yang berkaitan/ <i>please tick where appropriate</i>)		
(i)	Brosur Persidangan / Latihan / Seminar / Bengkel (maklumat tarikh, tempat, program persidangan / kandungan kursus, yuran pendaftaran / <i>Conference/ Training / Seminar / Workshop Brochure (info on date, venue, conference programme / course contents, registration fees)</i>)		
(ii)	Surat Penerimaan dari Penganjur Persidangan / <i>Letter of Acceptance from Conference Organizer</i>		
(iii)	Kertas Kerja untuk Pembentangan / <i>Full Paper to be presented (acknowledgement to Funder & UTM)</i>		
(iv)	Surat Sokongan dari Ketua Pusat / Bahagian / Unit / <i>Letter of Recommendation by Head of Centre / Bahagian / Unit</i>		
(v)	Senarai penerbitan jurnal 3 tahun lepas dan tahun ini – tajuk kertas kerja, nama jurnal, volum dan muka surat / <i>List of publication in journal for the past 3 years including current year – title of papers, name of journals, page and volume</i>		
(vi)	Aturcara Program (jika lebih 3 hari) / <i>Itinerary of Programme (if 3 days and more)</i>		
(vii)	Kertas kerja, surat jemputan menghadiri Seminar / Latihan / Bengkel / Kerja Amali / Lawatan Rasmi / Perbincangan / Mesyuarat / <i>Paper work, letter of invitation for Seminar / Training / Workshop / Field work / Visiting / Discussion / Meeting</i>		
Saya akui butiran di dalam permohonan ini adalah benar dalam pengetahuan dan kepercayaan saya / <i>I hereby declare that the particulars in this application are true to the best of my knowledge and belief</i>			
Tandatangan Pemohon / <i>Signature of Applicant</i>		Tarikh / <i>Date</i> :	
5. SOKONGAN DAN KELULUSAN/RECOMMENDATION AND APPROVAL			
SOKONGAN DARI KETUA PUSAT / BAHAGIAN / UNIT / <i>RECOMMENDATION BY HEAD OF CENTRE / DIVISION / UNIT</i>			
Nama / <i>Name</i>		Di Sokong / <i>Recommended</i>	Tandatangan / <i>Signature</i> :
Jawatan / <i>Designation</i>		Tidak Di Sokong / <i>Not Recommended</i>	Tarikh / <i>Date</i> :
Ulasan / <i>Remarks</i>			

6. KELULUSAN DARI PENGARAH URUSAN UTMSPACE / APPROVAL BY MANAGING DIRECTOR UTMSPACE			
Nama / <i>Name</i>		Di Sokong / <i>Recommended</i>	Tandatangan / <i>Signature</i> :
Jawatan / <i>Designation</i>		Tidak Di Sokong / <i>Not Recommended</i>	Tarikh / <i>Date</i> :
Ulasan / <i>Remarks</i>			
7. REKOD DAN LAPORAN STAF KE LUAR NEGARA / STAFF TRAVELLING ABROAD RECORD AND REPORT			
Rekod Pegawai (seperti item no. 4) / Menghadiri Persidangan / Seminar / Mesyuarat / Lawatan Rasmi Ke Luar Negara <i>Record of Applicant (as in item no. 4) Travel Abroad to Attend Conference / Seminar / Meeting / Visit / Official Trip</i>			
Tahun 2012 Berapa Kali / <i>Year 2012 How Many Times</i> :			Laporan Bagi Unit Pengurusan Modal Insan
1. Tujuan / <i>Purpose</i>			
Tempat / <i>Venue</i>			
Tempoh / <i>Duration</i>			
2. Tujuan / <i>Purpose</i>			
Tempat / <i>Venue</i>			
Tempoh / <i>Duration</i>			
3. Tujuan / <i>Purpose</i>			
Tempat / <i>Venue</i>			
Tempoh / <i>Duration</i>			
Tahun 2009 Berapa Kali / <i>Year 2011 How Many Times</i> :			
1. Tujuan / <i>Purpose</i>			
Tempat / <i>Venue</i>			
Tempoh / <i>Duration</i>			
2. Tujuan / <i>Purpose</i>			
Tempat / <i>Venue</i>			
Tempoh / <i>Duration</i>			
3. Tujuan / <i>Purpose</i>			
Tempat / <i>Venue</i>			
Tempoh / <i>Duration</i>			
Nota/Note : Gunakan Lampiran baru jika ruang tidak mencukupi/Add a new Attachment if the required row is not enough			