

**UniSZA-PT03-PK01-BR027**

BAYARAN TUNTUTAN

**TAHUN SESI/ PENGAJIAN**

 

PENDAFTAR

PEJABAT PENDAFTAR

ARAS 3, BANGUNAN CANSELORI

UNIVERSITI SULTAN ZAINAL ABIDIN

21300 KUALA NERUS

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| **A. Maklumat ( Tandakan / )** | | | | | | | | | | | | |
| **Profesor Adjung Pensyarah Pelawat**  Nama :  No. K/P :  Fakulti/ Pusat :  Jawatan :  Gred :  Alamat Pejabat : | | | **Profesor Pelawat Penasihat Fakulti** | | | | |  | **Felo Pelawat** | | |  |
| **B. Bayaran Pengekalan ( Retainer Fee )** | | | | | | | | | | | | |
| Jumlah Bayaran ( RM ) | | Tahun | | | | | Tarikh Mula | | | | Tarikh Tamat | |
|  | |  | | | | |  | | | |  | |
| **C. Tuntutan Elaun Harian dibayar setiap kali lawatan\*** | | | | | | | | | | | | |
| Tarikh | Masa Bekerja | | | Hari | | | | X | Bayaran diterima Sehari  (RM) | | | Jumlah Keseluruhan (RM) |
| Daripada | Hingga | |
|  |  |  | |  | | | |  | | | = RM |
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| **Jumlah keseluruhan** | | | | | | | | | | | | = RM |
| **D. Tuntutan Elaun Perjalanan Kenderaan** | | | | | | | | | | | | |
| 500 km Pertama | | km | | | X | Sen | | | | = RM | | |
| 501 – 1000 km | | km | | | X | Sen | | | | = RM | | |
| 1001 – 1700 km | | km | | | X | Sen | | | | = RM | | |
| 1701 km & seterusnya | | km | | | X | Sen | | | | = RM | | |
| **Jumlah keseluruhan** | | | | | | | | | | = RM | | |

*\* Fakulti diminta menyediakan laporan setiap kali lawatan*

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| **E. Tuntutan Elaun Makan/Elaun Harian** | | | | | | |
| Elaun Makan | hari | X | RM | | sehari | = RM |
| Elaun Harian | hari | X | RM | | sehari | = RM |
| **Jumlah keseluruhan** | | | | | | = RM |
| **F. Tuntutan Elaun Hotel/ Elaun Lojing** | | | | | | |
| Elaun Hotel | hari | X | RM | | sehari | = RM |
| No. Resit |  | | | | | |
| Bayaran perkhidmatan dan Cukai Kerajaan | | | | | | = RM |
| Elaun lojing | hari | X | RM | | sehari | = RM |
| **Jumlah keseluruhan** | | | | | | = RM |
| **G. Jumlah Keseluruhan Tuntutan** | | | | | | |
| Jumlah (C) – Tuntutan Elaun Harian | | | | | = RM | |
| Jumlah (D) – Tuntutan Elaun Perjalanan Kenderaan | | | | | = RM | |
| Jumlah (E) – Tuntutan Elaun Makan/ Elaun Harian | | | | | = RM | |
| Jumlah (F) – Tuntutan Elaun Hotel/ Elaun Lojing | | | | | = RM | |
| **TUNTUTAN SEBENAR** | | | | | **= RM** | |
| **H. Pengesahan Fakulti** | | | | | | |
| Diperakukan butiran bayaran Profesor Adjung/ Profesor Pelawat/ Felo Pelawat\*\* Bagi Fakulti  ...........................................................................................  Tarikh : ............................................. .....................................................  Tandatangan Dekan/ Ketua Jabatan dan Cop | | | | | | |
| **I. Kegunaan Pejabat Pendaftar dan Pejabat Bendahari** | | | | | | |
| **Pengesahan Pendaftar** | | | | **Pengesahan Bendahari** | | |
| ...................................................  Tandatangan dan Cop  Tarikh : ....................... | | | | ....................................................  Tandatangan dan Cop  Tarikh : ....................... | | |

*\*\*sila potong bagi yang tidak berkenaan*

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