UNIVERSITY OF TECHNOLOGY SARAWAK

**EDUSAR RESOURCES SDN BHD.** (969673-X)

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**TRAVELLING REQUISITION FORM**

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| **A- REQUISITION DETAILS** | | | | | | | | | | | | | | |
| No. | Name | | | | | | Designation | | | | Department / Faculty | | | |
| 1 |  | | | | | |  | | | |  | | | |
| DETAILS OF JOURNEY | | | | | | | | | | | | | | |
| Date | | Depart. Time | | Arrival Time | Departure Place | | | Arrival Place | | Mode of Travelling | | | Owner / Car Reg. No. | |
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| Reason for travelling: | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Is Accommodation required? | | | | Place / City | | | Check-in date | | Check-out date | | | Remarks | | |
| Yes | |  |  |  | | |  | |  | | |  | | |
| No | |  |  |  | | |  | |  | | |  | | |
|  | | | | | | | | | | | | | | |
| Is Advance required? | | | | Yes |  |  | If required please fill up the Advance Requisition In Part B Below | | | | | | | |
|  |  |  |
| No |  |  |
| **B. FOR ADVANCE REQUISITION ONLY** | | | | | | | | | | | | | | |
| Date | Particulars | | | | Transport | | | Accommodation | | Subsistence | | Other | | Total |
| KM | RM | | RM |  | RM | | RM | | RM |
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| Total Advance required | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | |
| Requested by : | | | | | **C. RECOMMENDATION / APPROVAL** | | | | | | | | | |
| Recommended by Immediate Supervisor  (If Any) | | | | | Approved by HOD : | | | | |
| Name: |  |  |  |  | Name : |  |  |  |  | Name : |  |  |  |  |
| Designation : | |  |  |  | Designation |  |  |  |  | Designation : | |  |  |  |
| Date : |  |  |  |  | Date : |  |  |  |  | Date : |  |  |  |  |
|  |  |  |  |  | ***\* International Travelling Needs Approval From Vice Chancellor*** | | | | | | | | | |
| **FOR FINANCE USE ONLY** | | | | | | | | | | | | | | |
| Received by : | | | | | Verified by : | | | | | Approved by : | | | | |
| Name: |  |  |  |  | Name: |  |  |  |  | Name: |  |  |  |  |
| Designation : | |  |  |  | Designation |  |  |  |  | Designation : | |  |  |  |
| Date : |  |  |  |  | Date : |  |  |  |  | Date : |  |  |  |  |

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*\* Reservation of Flight & Hotel to be made only after approval*

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