
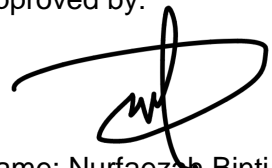


 UTS	TRAVELLING ARRANGEMENT	Doc. No:	UTS/HCAD/P31
		Revision No:	03
		Date:	14/10/24
		Page No:	1 / 5

Prepared by:  Name: Josphine Anak Tommy Position: Senior Executive, Human Capital & Administration Department	Approved by:  Name: Nurfaezah Binti Sharif Position: Manager, HCAD
--	--

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	12/01/17	Establishment	00	Manager, A&F
2	11/07/22	Revision from UCTS to UTS	01	Finance Manager, A&F
3	19/07/24	Revision of the whole content	02	Manager, HCAD
4	14/10/24	Revision 7.0 Description no.4 based on ISO 9001:2015 Internal Audit finding	03	Manager, HCAD

 UTS	TRAVELLING ARRANGEMENT	Doc. No:	UTS/HCAD/P31
		Revision No:	03
		Date:	14/10/24
		Page No:	2 / 5

1.0 OBJECTIVE

The objective of this SOP is to ensure the consistency of the travelling arrangement process is properly organized and controlled.

2.0 SCOPE

This process shall apply to UTS staff and students for official duties or school trips only.

3.0 REFERENCES

NIL

4.0 DEFINITIONS / ABBREVIATIONS

Admin. Staff : Administrative Staff
Admin. Unit : Administration Unit
HCAD : Human Capital & Administration Department
HoD : Head of Department
UTS : University of Technology Sarawak
SOP : Standard Operating Procedure

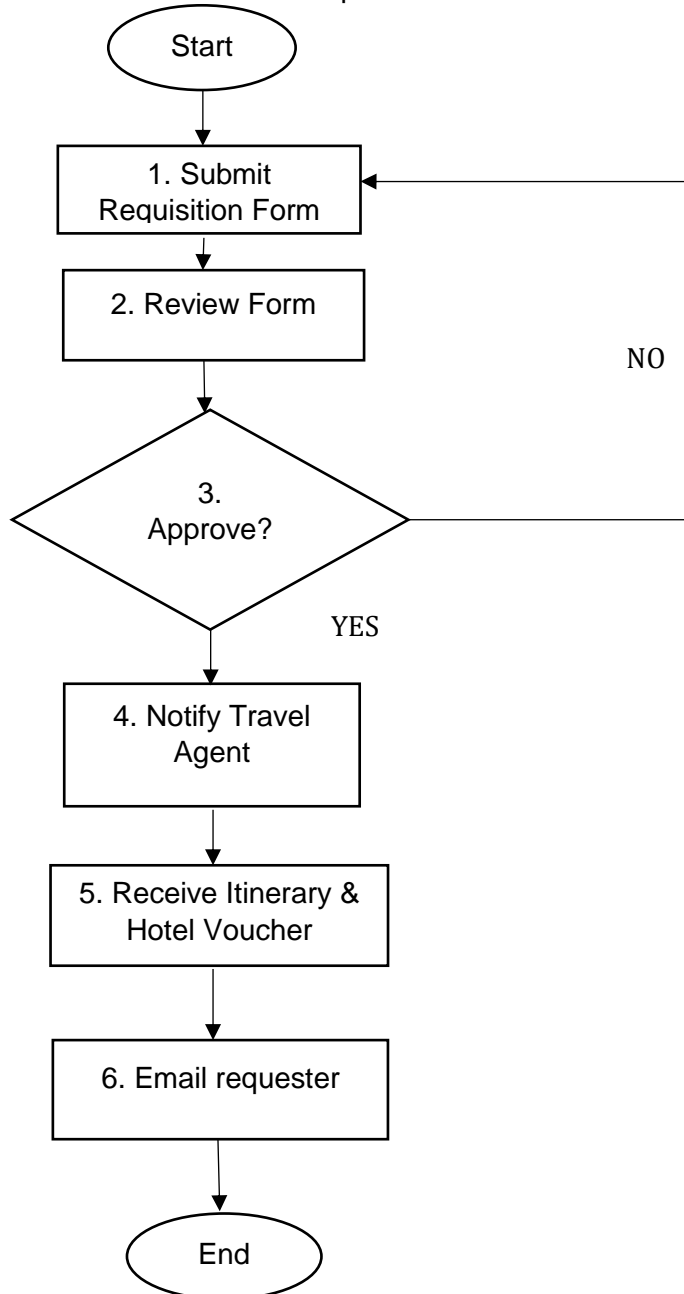
5.0 RESPONSIBILITY

- 5.1 The Manager of HCAD is responsible to ensure that this SOP is adhered to.
- 5.2 Dean/HoD is responsible to follow and adhere to this SOP.
- 5.3 UTS Staff is responsible to follow and adhere to this SOP

 UTS	TRAVELLING ARRANGEMENT		Doc. No:	UTS/HCAD/P31
			Revision No:	03
			Date:	14/10/24
			Page No:	3 / 5

6.0 PROCEDURE

6.1 Refer to the process flow chart.



 UTS	TRAVELLING ARRANGEMENT	Doc. No:	UTS/HCAD/P31
		Revision No:	03
		Date:	14/10/24
		Page No:	4 / 5

7.0 DESCRIPTION

No	Description	Person In Charge	Document
1	1. Submit Requisition Form 1.1 Requester to submit Travelling Requisition Form (UTS-HCAD-P31-TRF) to Admin. Unit 1.2 Admin Staff receives complete form with particular details and supporting documents. <i>e.g. copies of the proposal, student trip, external training form, research grant</i> 1.3 HOD from the respective school/department must approve the activity	Requester from School/Department Admin Staff HOD	Travelling Requisition Form (UTS-HCAD-P31-TRF)
2	2. Review Form 2.1 Admin Staff to review the form	Admin Staff	Travelling Requisition Form (UTS-HCAD-P31-TRF)
3	3. Approve? 3.1 If yes, Admin Staff to inform the travel agent accordingly and proceed to step no.6. 3.2 If no, Admin Staff to clarify with the requester and back to step no1. <i>e.g. In the matter of the budget being exceeded or incomplete form</i>	Admin Staff	Travelling Requisition Form (UTS-HCAD-P31-TRF)
4	4. Notify Travel Agent 4.1 Admin staff to notify agent of the information.	Admin Staff	Travelling Requisition Form (UTS-HCAD-P31-TRF)
5	5. Receive Itinerary & Hotel Voucher 5.1 Admin Staff to receive ticket/itinerary or hotel voucher from the appointed travel agent	Admin Staff	Itinerary Hotel Voucher
6	6. Email Requester 6.1 Admin staff to email requester the itinerary or hotel voucher via email.	Admin Staff	Travelling Requisition Form (UTS-HCAD-P31-TRF)

 UTS	TRAVELLING ARRANGEMENT	Doc. No:	UTS/HCAD/P31
		Revision No:	03
		Date:	14/10/24
		Page No:	5 / 5

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Travelling Requisition Form (UTS-HCAD-P31-TRF) & Supporting Attachment	Admin. Unit	3 years