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<p>Prepared by:</p>  <p>Name: Asha Hazryn Binti Hol</p> <p>Position: Admin Assistant, Human Capital and Administration Department</p>	<p>Approved by:</p>  <p>Name: Nurfaezah Binti Sharif</p> <p>Position: Manager, Human Capital and Administration Department</p>
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No	Date	Remarks	Revision No.	Approved by
1	01/07/18	Establishment	00	Senior Manager Human Capital Department
2	10/07/24	Review the whole content	01	HCAD Manager
3	09/10/24	Revision to update the flow chart	02	HCAD Manager

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1.0 OBJECTIVE

The objective of this SOP is to ensure staff claims are paid accurately and all expenses budgeted is not exceeded especially in travelling claims.

2.0 SCOPE

The scope of this SOP applies to the Human Capital Department (HCAD) and UTS staff.

3.0 REFERENCES


UTS HR Policy Manual & UTS Terms and Conditions of Service

4.0 DEFINITIONS / ABBREVIATIONS

UTS : University of Technology Sarawak
 HOP : Head of Programme
 HOD : Head of Department
 HCAD : Human Capital and Administration Department

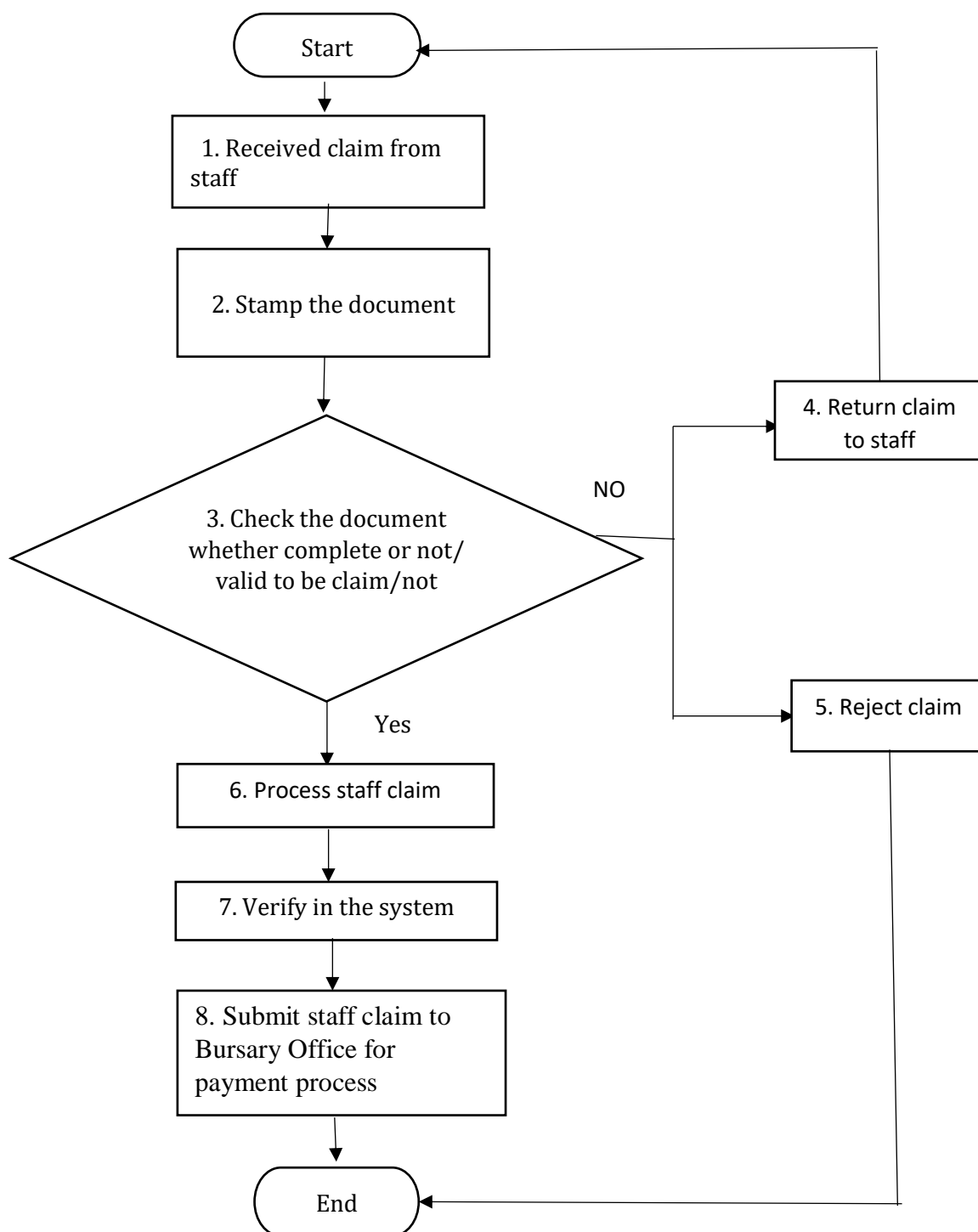
5.0 RESPONSIBILITY


- 5.1 HCAD is responsible to ensure this SOP is adhered to.
- 5.2 Dean of School is responsible to follow and adhered to this SOP
- 5.3 Head of Department is responsible to follow and adhered to this SOP

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6.0 PROCEDURE


6.1 Refer to the process flow chart:



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Received travelling claim from staff 1.1 The eligibility to claim is within 2 months after back from travelling	HCAD	Travelling requisition form (UTS-HCAD-P31-TRF) UTS MyHR (uts.mypayroll.com.my) Proposal Letter Transportation receipt Google maps
2	Stamp the document with the received date. 2.1 The payment will be paid twice a month, 15 th and 30/31st based on the received date 2.2 Staff claims must be processed within 3 days after the received date	HCAD	Travelling requisition form (UTS-HCAD-P31-TRF) UTS MyHR (uts.mypayroll.com.my) Proposal Letter Transportation receipt Google maps
3	Check the claim in the system whether the applicant's superior has approved the claim application. Check all the documents needed as per attached based on the claim that has been received 3.1 If yes, proceed to No 6. 3.2 If no, proceed to No. 4 or No. 5	HCAD	Travelling requisition form (UTS-HCAD-P31-TRF) UTS MyHR (uts.mypayroll.com.my) Proposal Letter Transportation receipt Google maps
4	The claim will return for staff to provide more supporting documents	HCAD Staff	
5	The claim is rejected due to not entitlement for the claim	HCAD Staff	
6	Proceed with processing the staff claim. 6.1 Ensure the total amount and date for the claim payment are accurate based on the received date.	HCAD	Travelling requisition form (UTS-HCAD-P31-TRF) UTS MyHR (uts.mypayroll.com.my) Proposal Letter Transportation receipt Google maps
7	Verify staff claim in the system.	HCAD	Travelling requisition form (UTS-HCAD-P31-TRF) UTS MyHR (uts.mypayroll.com.my)

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			Proposal Letter Transportation receipt Google maps
8	Submit staff claims to the Bursary Office and payment will be credited to their account as scheduled.	HCAD Bursary Office	Travelling requisition form (UTS-HCAD-P31-TRF) UTS MyHR (uts.mypayroll.com.my) Proposal Letter Transportation receipt Google maps

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	UTS MyHR <ul style="list-style-type: none"> Travelling requisition form (UTS-HCAD-P31-TRF) Proposal Letter Transportation receipt Google Maps 	uts.mypayroll.com.my	5 years