UNIVERSITY OF MALAYA
The Leader in Research & Innovation

Application and Approval Form Attending Conference (Conference Fund)
(Seminar / Colloqium / Symposium)
(The IPPP office requires all applications to be submitted in at least 30 days before travelling.)

Details	
A	Name of Applicant :
	Account No. UMRG :
	Department :
	Academy / Faculty / Institute / Centre :
	Tel. No: Office : Mobile: Fax :
	Name of Conference :
	Name of presenter :
	Type of presentation : Poster Oral
	Venue : City : Country :
	Date : Until : (____ days)

Conference Costs :

i. Registration fees : RM	iv. Accommodation allowances : RM
ii. Air / Land transportation : RM	v. Others (please specify) : RM
iii. Food / Daily allowances per day : RM	Total costs of conference : RM

Important. Please attach :

- ☐ Abstract
- ☐ Acceptance letter for oral / poster presentation
- ☐ Complete brochure of the conference

Signature:
Date:

Comment and Endorsement

B

Principal Investigator(P.I) (*if applicant is not the P.I*)

- ☐ Recommended
- ☐ Not Recommended

Signature : _____
Date :
Stamp :

Dean / Director / Head of Department / Head of Research Centre

- ☐ Recommended
- ☐ Not Recommended

Signature : _____
Date :
Stamp :

Official Use for Cluster Office

C Regarding the matter above, we would like to inform you that your application has been :

  i. ☐ Approved for the recommended amount of RM _____ , subject to approval of :

    a) Leave for travel from HRM / DVC (A & I), University of Malaya ☐

    b) Conference leave from HRM , University of Malaya ☐

    (Claims must follow the procedures noted by Bursary, University of Malaya)

  ii. ☐ Kept in view due to incomplete application. Please submit :

    a) Abstract ☐ / Paper presentation acceptance letter ☐ / Complete Conference Brochure ☐

    b) Others : _____

  iii. ☐ Rejected due to :

    a) Exceeding more than one application ☐

    b) Not approved by Head of Deparment / Dean / Director / Head of Research Centre ☐

    c) Others : _____

Signature : _____ Date :
Stamp :

Approval by Director, IPPP

D

- ☐ Approved for total amount of RM _____ using SAGA No : 5640003
- ☐ Not approved

Signature : _____ Date :
Stamp :

UMR
University of Malaya Research

Please attach a copy of this application with claims