

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
(Office of Research, Innovation & Commercialization - ORIC)

No. IIUI/ORIC/002/2010- 4081

March 03rd, 2014

Subject: - **PROCEDURE TO SUBMIT REIMBURSEMENT CLAIM FOR TRAVEL GRANT SANCTIONED BY HIGHER EDUCATION COMMISSION (HEC), ISLAMABAD**

1.0 The Competent Authority has approved under-mentioned procedure for filing 'Reimbursement Claim' for Travel Grant(s) Sanctioned by the Higher Education Commission (HEC), Islamabad'. It has been decided that as per HEC instructions "Reimbursement Claim" complete in all respect duly signed by all concerned, along with all pertinent enclosures detailed hereunder be submitted to 'Office of Research, Innovation & Commercialization (ORIC)' for ensuing vetting of expenditure from 'Audit Section', verification from 'Director (Finance)' and final endorsement from the President, IIU:

A) Documents required by HEC, Islamabad

1. Copy of HEC Award/Sanction Letter
2. Feedback form duly filled in and signed by applicant and his/her Head of Department.
3. Expenditure Reimbursement Form duly filled and signed by applicant, to be vetted from University Auditor, Director (Finance) and President, IIU.
4. Copy of relevant pages of Conference/Seminar Proceedings/Abstract Book/Journal showing author's paper.
5. Copy of program of the event indicating session/allocated time slot.

B) Documents required by Audit Section, IIU

1. Copy of used air-ticket containing airfare amount OR e-ticket supported by travel agent's invoice, Original boarding passes OR copy of passport reflecting visa and entry/exit stamps (to substantiate expenditure against TA).
2. Original receipt for payment of registration fee.
3. Original accommodation invoice.
4. Justification for not flying with PIA (only if applicant traveled through any other airline).
5. Details of TA/DA on prescribed proforma of University (without enclosing any documentary evidence against daily allowance, as HEC doesn't require any documentary evidence against DA).
6. Receipt on account of purchase of foreign exchange showing "selling rate" on purchase date OR justification for purchase of foreign currency (in case receipt is misplaced) with a clipping of newspaper/online forex websites showing selling rate on purchase date, duly signed by applicant.

P.T.O

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD
(Office of Research, Innovation & Commercialization - ORIC)

From Previous Page

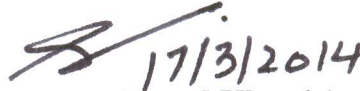
C) Documents required by Finance Department, IIU

1. An undertaking may be provided by grantee stating that;
 - He/she will be liable to bear and/or deposit the remaining balance (if any) to the University, if amount extended by IIU as advance (at par with the HEC Sanction) in favor of grantee is not reimbursed by HEC fully.
 - He/she will observe the budgetary limits of different sub-heads of HEC Sanction for different expenditure to participate in the conference because; re-appropriation in the budget heads is not permissible, as per HEC policy.

D) Documents to be signed by grantee and countersigned by Deputy Director (ORIC)/Assistant Director (ORIC)

- All cash memos/invoices/receipts etc.

2.0 Aforementioned procedure is hereby disseminated for information of all concerned.


17/3/2014
(Gulzar Ahmed Khwaja)
Director General (AF&P)/
Director (ORIC)

Distribution:

1. All Deans/Directors General, IIU
 2. All Heads of Departments, IIU
 3. Webmaster, IIU
 4. Master file.
- To please disseminate the information in their Faculty / Department / Academy / Institute.
- To disseminate among all concerned electronically.

Cc to:

- i) SPS to the Rector, IIU
- ii) SPS to the President, IIU