

	<b>CENTRE FOR APPLIED LEARNING AND MULTIMEDIA</b>
	OFF-CAMPUS TRAINING APPLICATION

*This form is meant for academics in UNIMAS who are interested to attend courses, workshops or seminars related to teaching and learning and are held outside UNIMAS or online.*

## APPLICATION CHECKLIST

### Pre-Approval

	1. Download and fill in the Off-Campus Training Application form at <a href="http://www.calm.unimas.my/images/downloads/AcademicTraining/Off-Campus_Training_Application.pdf">http://www.calm.unimas.my/images/downloads/AcademicTraining/Off-Campus_Training_Application.pdf</a>
	2. Attach the course/workshop/seminar brochure or website printout with information on the program/content, registration fee, training date(s), duration and venue
	3. Submit all documents in item 2 to CALM at least three (3) weeks before the training
	4. For face to face training: If application is approved, fill in the 'application for outstation' form through <a href="http://myfasweb.unimas.my">http://myfasweb.unimas.my</a> (for outstation record and claim purposes)

### After Training

	5. Conduct a knowledge sharing session for other academics
	6. Fill in the Off-Campus Training Report
	7. Submit the Off-Campus Training Report and the attendance list of participants to the knowledge sharing session to CALM
	8. Please refer to the Off-Campus Training Guideline for the detail procedure on your claim.

### How to complete this form?

- Fill in the required information in Part A, B, C & D using the softcopy file.
- After filling in, print it out and obtain the approval from the Dean/Director of your respective Faculty/Institute/Centre as indicated in Part E.
- Send and address the form to CALM's office together with the **REQUIRED ATTACHMENTS**.

### Required Attachments

- Training brochure or website printout with information on the Programme/Content, Registration Fee, Training Date(S) and, Venue of the course/workshop/seminar.

### PART A : APPLICANT'S DETAILS

Full Name : \_\_\_\_\_  
Faculty/Institute/Centre : \_\_\_\_\_  
Programme : \_\_\_\_\_  
Position & Grade : \_\_\_\_\_  
Staff No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

### PART B: TRAINING DETAILS

Title of the training		Type of Training (tick one only) <input type="radio"/> Course <input type="radio"/> Workshop / Seminar <input type="radio"/> Online
Venue/Online Training website		
Date of the training		
Organiser(s)		

### PART C: BUDGET

Items	Ringgit Malaysia (RM)	Office Use Only
Training Fees <i>Please state with/without GST</i>		
Transportation*		
Taxi / Train/ Bus Fares		
Accommodation (Hotel/Lodging) <i>Please refer to attachment 1Basic calculation.</i>		
Food allowance <i>Please refer to attachment 1</i>		
Others		
<b>TOTAL COST</b>		

### PART D: JUSTIFICATIONS

The **SIGNIFICANCE** of this training to the applicant

The **CONTRIBUTION** of the applicant to the enhancement of university teaching and learning by attending this training

**Applicant's Signature**

\_\_\_\_\_  
Name :

Date :

**PART E: APPROVAL**

- Approved       Disapproved

**Comments**

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**Dean/Director Signature & Stamp**

\_\_\_\_\_  
Name :

Date :

**PART F: OFFICE USE ONLY**

Date Received:

- Complete      Checked by:  
 Incomplete

*Notes;*

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Comments by ATU Coordinator

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**ATU Coordinator's Signature & Stamp**

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Name :  
Date :

**Application Decision**

*Tick One Only*

a)	Application approved with full support	
b)	Application approved with partial support	
c)	Application rejected	

Comments

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**Deputy Vice Chancellor (Academic & International)/Director of CALM Signature & Stamp**

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Name :  
Date :

*Tarikh kemaskini : 28 July 2023  
Unit Latihan Akademik  
Pusat Pembelajaran Gunaan Dan Multimedia, UNIMAS*

## LAMPIRAN A

### KADAR ELAUN MAKAN, BAYARAN SEWA HOTEL DAN ELAUN LOJING SEMASA BERKURSUS DI DALAM NEGERI

GRED	ELAUN MAKAN (RM)	SEWA HOTEL (RM)	ELAUN LOJING (RM)
<b>SEMENANJUNG MALAYSIA</b>			
Utama / Khas A dan ke atas atau Yang Setaraf	90.00	Sebenar (Standard Suite)	100.00
Utama / Khas B dan C atau Yang Setaraf	90.00	Sebenar (Bilik Superior)	100.00
53 dan 54 atau Yang Setaraf	70.00	Sebenar (Bilik Biasa)	100.00
45 hingga 52 atau Yang Setaraf	60.00	240.00	60.00
41 hingga 44 atau Yang Setaraf	45.00	220.00	60.00
27 hingga 40 atau Yang Setaraf	40.00	200.00	50.00
17 hingga 26 atau Yang Setaraf	40.00	180.00	50.00
1 hingga 16 atau Yang Setaraf	35.00	160.00	50.00
<b>SABAH, LABUAN DAN SARAWAK</b>			
Utama / Khas A dan ke atas atau Yang Setaraf	120.00	Sebenar (Standard Suite)	110.00
Utama / Khas B dan C atau Yang Setaraf	120.00	Sebenar (Bilik Superior)	110.00
53 dan 54 atau Yang Setaraf	90.00	Sebenar (Bilik Biasa)	110.00
45 hingga 52 atau Yang Setaraf	80.00	270.00	70.00
41 hingga 44 atau Yang Setaraf	65.00	250.00	70.00
27 hingga 40 atau Yang Setaraf	55.00	230.00	60.00
17 hingga 26 atau Yang Setaraf	55.00	210.00	60.00
1 hingga 16 atau Yang Setaraf	50.00	190.00	60.00

\* Rujuk Pekeliling Bendahari Bil. 2/2022 dan Bil 3/2022