






**Universiti Islam Sultan Sharif Ali
(UNISSA)**

PROCEDURES MANUAL

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| Subject | AIR TICKET / PASSAGE APPLICATION FOR CONTRACT OFFICERS ONLY |
| Section: | ADMINISTRATION |

| | NAME | POSITION | SIGNATURE |
|--------------|---|--|---|
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|  | Universiti Islam Sultan Sharif Ali (UNISSA) | Doc. No.: SOP-ADMIN-001 |
| | PROCEDURES MANUAL | Rev. No.: 00 |
| Section: | ADMINISTRATION SECTION | Effective Date: 28 th September 2022 |
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This procedure manual will help all staff in understanding the procedure of processing air ticket / passage application for contract officers only

1.1 Purpose

To ensure that the air ticket / passage application for contract officers only is process is organized and base on regulation that has been implemented by the government.


1.2 Scope

This scope of this manual is to ensure that all air ticket / passage application for contract officers only and follow the regulation set by the government

1.3 Responsibilities

| Responsibility | Description |
|---------------------------|---|
| Acting Registrar | Acting Registrar will sign Memorandum to Treasury Department, Ministry of Finance and Economy |
| Admin Assistant Registrar | Acting Registrar will sign Memorandum to Treasury Department, Ministry of Finance and Economy To recheck the application form and document attachment |
| Supervisor | To check air ticket / passage application for contract officers only and attached document To attached relevant document from applicant personal file |
| Admin Clerk | To attached relevant document from applicant personal file To prepare memorandum to be signed by Acting Registrar To key in information in TAFIS system To make copy of application to be put into applicant personal file |
| Clerk | To submit applicant leave allowance form to administration |
| Office assistant | To submit Passage Application Form for Contract Officers to Treasury Department, Ministry of Finance and Economy |
| Applicant | To fill in Passage Application Form for Contract Officers. To attached relevant document with the application form |

2 Definitions and Abbreviations

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2.1 Definitions


air ticket / passage application for contract officers only

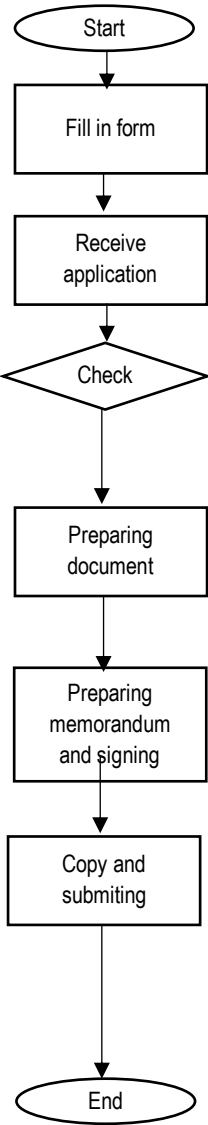
It is platform for applicant to apply for their air ticket / passage application for contract officers only


2.2 Abbreviations

| | |
|-------|---|
| LAF | Air Ticket / Passage Application For Contract Officers Only |
| TAFIS | Treasury, Accounting and Financial Information System |

3 Procedure Details

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| Activity | Details | Responsible Person | Documented Information | Duration |
|--|---|---------------------------------------|---|----------|
|  | 1. Filling air ticket / passage application for contract officers only | | | |
| | 1.1 Applicant fill in air ticket / passage application for contract officers only and attached related document submit to administration through respective Faculty/Centre/Unit/Section | Applicant and Clerk | air ticket / passage application for contract officers only | |
| | 2. Receive air ticket / passage application for contract officers only for Contract Officers | | | |
| | 2.1 Receive and stamp receive date | Admin Clerk | | |
| | 2.2 Check document whether document is complete or not. If not complete, application will be return to applicant | Supervisor / Admin Clerk | | |
| | 3. Processing application | | | |
| | 3.1 Taking out personal file and attached relevant document | Admin Clerk/ Office Assistant | | |
| | 3.2 Uploading and fill in document on TAFIS | Admin Clerk | | |
| | 3.3 Signing air ticket / passage application for contract officers only at Endorsement of Ministry/Department Section | Admin Assistant Registrar | | |
| | 3.4 Preparing memorandum to be signed by Head of Department | Registrar / Admin Assistant Registrar | | |
| | 3.5 Make copy to be put in applicant personal file and original to be submitted Treasury Department, Ministry of Finance and Economy | Admin Clerk | | |
| | 4. Submitting application and approval | | | |
| | 4.1 Submit application to Treasury Department, Ministry of Finance and Economy for approval | Admin Office Assistant | | |

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- Checklist for applying leave allowance for local staff
- Application form
- Surat keliling Jabatan Perdana Menteri bilangan: 7/2011