RESEARCH AND POSTGRADUATE CENTRE

Reference No. : XMUM.ORI-100/3/35-V3 Effective Date : 5 December 2024

ACADEMIC-RELATED TRAVEL / LEAVE APPLICATION FORM

Notes:

- 1. This form is used to apply leave or travel for academic-related events such as research, conferences, industry visits, etc.
- 2. The form should be submitted along with supporting document(s) to the Academic Affairs Office **30 days** ahead of leaving. (Please refer to the Research Travel and Conference Participation Support Guidelines for the checklist of required documents. https://www.xmu.edu.my/18054/list.htm)
- 3. The Lecturer Class Replacement Application Form must be attached if any classes will be affected.

SECTION I: A	PPLICANT DETAILS					
Category Please tick (x) all that apply	☐ Academic Staff ☐ Admir	Staff D F	Research Staff I	□ Others:		
	☐ Principal Investigator ☐ Project	t Member □ S	Student [□ GRA □ URA		
Name			Designation			
Department			Campus ID			
Institution	(applicable to non-XMUM member	Office No.				
Email Address			Contact No.			
SECTION II: E	VENT DETAILS					
Event Type	□ Conference □ Seminar □ Meeting □ Others / Purpose: □ Training □ Workshop □ Send Sample for □ Visitation □ Fieldwork Analysis					
Event Name						
Organiser						
Event Date	From DD / MM / YYYY To D	D / MM / YYY	Υ			
Event Venue				☐ Malaysia ☐ Overseas		
Event Level	☐ International		er / Acceptance Le			
Event Mode	☐ Online / Virtual	☐ Abstract of Paper with XMUM Affiliation ☐ Tentative Itinerary ☐ Brochure / Flyer				
Presentation Type (if applicable)	☐ Keynote Speaker ☐ Invited Speaker ☐ Oral Presentation ☐	☐ Industrial Visit Document ☐ Approved Proposal ☐ Latest Grant Expense Report ☐ Others:				
SECTION III: A	ACADEMIC LEAVE APPLICATI	ON AND CLAS	SS REPLACEME	ENT		
Leave Application	on ☐ Yes ☐ No	Class Rep	lacement			
Leave Period	From DD / MM / YYYY To DD / MM / YYYY	□ No □ Yes (ple	ease attach with Lect	turer Class Replacement		
Total No. of Days		Application	Application Form)			

SECI	ION IV:	BUDGET I	ESTIM	IATION							
No.		Item and Description (if applicable)							Amount (RM))	
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2	Tran	Transportation (V21000)									
3	Acco	Accommodation (V21000)									
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SECTION VII: SU	BMISSION AND ACI	KNOWLE	DGEMENT	
	Applicant		Principal Investigator (PI)	
		<u> </u>	(applicable if the applicant is not the PI)	
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