

**PERMOHONAN BERTUGAS RASMI LUAR PEJABAT/DAERAH**

Tujuan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tarikh : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Masa : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tempat : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pegawai yang terlibat :

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| **Bil.** | **Nama** | **Jawatan** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

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| **JANGKAAN PERBELANJAAN** |

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| **Keterangan** | **Anggaran Perbelanjaan Terlibat Bagi Perjalanan Ini**  **(RM)** | **Telah Dibelanjakan Sehingga……………….**  **(RM)** | **Bajet 2012**  **(RM)** | **Baki (RM)** |
| i. Perjalanan &  Penginapan  ii. Lain-lain |  |  |  |  |

|  |  |  |  |
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|  | **PEMOHON:** | **DIPERAKUKAN OLEH:** | **DILULUSKAN OLEH:** |
| Tandatangan |  |  |  |
| Nama |  |  | PROF. DR. KHAIRUL ANUAR B. ABDULLAH |
| Jawatan |  |  | Pengarah Urusan/Dekan |
| Tarikh |  |  |  |

*Nota: Semua permohonan perlu dihantar untuk kelulusan tiga (3) hari sebelum tarikh perjalanan.*