

TATACARA PERMOHONAN KELUAR NEGARA BAGI URUSAN RASMI UNIVERSITI TEKNOLOGI MALAYSIA

Assalamualaikum w.b.t dan Salam Sejahtera

Ybhg. Tan Sri/Datuk/Dato'/Prof/Prof. Madya/Dr./Tuan/Puan.

Adalah dimaklumkan bahawa Kementerian Kewangan telah mengeluarkan garis panduan berhubung Pematuhan Peraturan Perjalanan atas Tugas Rasmi Keluar Negara oleh Badan-badan Berkanun Persekutuan. Garis panduan tersebut telah diterima pakai oleh pihak Universiti dengan sedikit pindaan.

Bagi tujuan kawalan bagi pelaksanaan permohonan perjalanan keluar negara, Pejabat Ybhg. Ketua Setiausaha, Kementerian Pendidikan Tinggi (KPT) telah membuat ketetapan bahawa semua permohonan keluar negara melalui Sistem Permohonan Keluar Negara (eOTR) KPT perlu dihantar **DUA (2) minggu** sebelum tarikh berlepas.

Sehubungan itu, **mulai 1 Julai 2017** semua permohonan keluar negara atas urusan rasmi yang melibatkan **peruntukan mengurus dan geran Kerajaan** perlulah dipohon melalui Sistem Permohonan Keluar Negara UTM (eboarding) **SATU (1) bulan sebelum tarikh berlepas** bagi mengelakkan permohonan tidak dapat diproses. Kegagalan mematuhi tempoh masa yang ditetapkan akan menyebabkan permohonan keluar negara tidak dapat dipertimbangkan.

Dimaklumkan juga, mulai 1 Julai 2017 juga, urusetia permohonan keluar negara (eBoarding) adalah di Bahagian Pengurusan Organisasi, Pejabat Pendaftar bagi tujuan pelaporan ke pejabat Ybhg. Ketua Setiausaha, Kementerian Pendidikan Tinggi (KPT). Walaubagaimanapun, urusan bagi proses kelulusan perjalanan keluar negara masih kekal sebagaimana amalan sekarang. Sebarang pertanyaan lanjut bolehlah berhubung dengan Timbalan Pendaftar, Seksyen Governan, Bahagian Pengurusan Organisasi, Pejabat Pendaftar di talian 075530773 atau melalui governan@utm.my.

Sekian atas kerjasama dan perhatian semua pihak didahului dengan terima kasih.

APPLICATION PROCEDURE FOR OFFICIAL OVERSEAS TRAVEL
UNIVERSITI TEKNOLOGI MALAYSIA

Assalamualaikum w.b.t dan Salam Sejahtera

Ybhg. Tan Sri/Datuk/Dato'/Prof/Assoc. Prof./Dr./Sir/Madam.

Please be informed that the Ministry of Finance has issued guidelines on Overseas Travel Regulatory Compliance for Official Duties by Federal Statutory Bodies. These guidelines have been adopted by the University with a slight amendment.

For the purpose of regulating the implementation of applications for overseas travel, Office of the Secretary General of the Ministry of Higher Education (MOHE) has made a resolution for all overseas travel applications to be submitted to MOHE's Overseas Travel Application System (eOTR) **TWO (2) weeks** prior to departure.

Thus, **effective from 1 July 2017** all applications for official overseas travel involving **provisions from government management funding and grants** must be applied through the UTM Overseas Travel Application System (eboarding) **ONE (1) month prior to the date of departure**. This is to avoid failure of the application to be processed. Failure to comply within the prescribed time will result in the overseas travel application to not be considered.

Please also take note that effective from 1 July 2017, the secretariat for overseas travel application (eBoarding) will be the Organizational Management Division, Office of the Registrar for the purpose of reporting to the office of the Secretary General, Ministry of Higher Education (MOHE). However, overseas travel approval process remains as is currently practiced. For further enquiries, please contact the Deputy Registrar, Governance Section, Organizational Management Division, Office of the Registrar at 075530773 or you may email your queries to governan@utm.my.

Thank you for your attention and cooperation.