



**UNIVERSITI
TEKNOLOGI
PETRONAS**

Our Ref: UTP/ACADREX/2012/0007

9th October 2012

Mr Robest Yong,
Agensi Inovasi Malaysia.

Dear Sir,

APPOINTMENT AS JUDGE FOR CITRAWARNA INOVASI ACADREX 2012

Universiti Teknologi PETRONAS is pleased to appoint you as a judge of **Citrawarna Inovasi AcadRex 2012**. The program will be held as below:

Date : **20th October 2012 (Saturday)**
Time : **8.00 AM – 3.00 PM**
Venue : **Chancellor Complex, Universiti Teknologi PETRONAS**

2. The terms of reference of your appointment are as follows:
 - a. To evaluate the innovation of the student independently, and
 - b. To provide a comprehensive report and marks for the project, and
 - c. To provide an indication of the original contribution made by the candidate.
3. As part of your contribution, you will be provided with honorarium of **RM 500.00** for judging the innovation and for attending the event which will be held at our campus.
4. We sincerely hope that you will accept this appointment and return the attached acknowledgement slip (UTP/ACADREX/002) to our office at the address below or fax it to 05-3654090 as soon as possible.
5. For further inquiries, kindly contact Pn Kamaliah Mohd at **05-3688191** or email to **Kamaliah_mohd@petronas.com.my**

Thank you.

Best regards,

Thavasegaran A/L Muthu Manickam
Chairman,
Academic and Research Exhibition 2012.

UNIVERSITI TEKNOLOGI PETRONAS
INSTITUTE OF TECHNOLOGY PETRONAS SDN. BHD.

(Company No: 352875U) Wholly-owned subsidiary of PETRONAS

Bandar Seri Iskandar, 31750 Tronoh, Perak Darul Ridzuan, Malaysia

Tel. General Line : 605-3688000 D. Line No : HRMA 605-3688285 Finance 605-3688283 IRC 605-3688486

Corporate Services 605-3688237 Student Support Services 605-368 8410 Registry 605-3688345 Security 605-3688315

Fax : HRMA 605-3654075 Finance 605-3654087 IRC 605-3667672 Student Support Services 605-3667746 Registry 605-3654082 Website <http://www.utp.edu.my>

ACKNOWLEDGEMENT SLIP

Date:

Chairman,
Academic and Research Exhibition 2012,
Universiti Teknologi Petronas
31750 Bandar Seri Iskandar
Perak Darul Ridzuan

(Tel: 05-3688203/8687 Fax: 05-3654090)

Dear Sir,

APPOINTMENT AS JUDGE FOR CITRAWARNA INOVASI ACADREX 2012

I, Robest Yong, I.C./Passport Number: hereby accept/reject*
your offer for appointment as an external examiner according to the terms of reference stated in
your letter UTP/ACADREX/2012/0001 dated 9th October 2012.

Thank you.

Yours sincerely,

.....
Name:

Address:

Tel No:

Fax No:

E-mail:

* *Kindly delete whichever is not applicable*



UNIVERSITI TEKNOLOGI PETRONAS CENTRE FOR GRADUATE STUDIES

Borang Tuntutan Pemeriksa Luar Tesis, Mengajar, Perjalanan Dan Pelbagai Untuk Bukan Kakitangan UTP
(Non-UTP Staff Claim Form For External Examiner, Teaching, Travelling and Others)

A. BUTIR-BUTIR TUNTUTAN (Claim Details):

Tuntutan Untuk Bulan (Claim for month):			
Nama (Name):		No. K/P (I/C No):	
Alamat Surat Menyurat Untuk Penghantaran Cek (Address for delivery of cheque):		Tandakan 'X' di ruang yang bersesuaian (Mark 'X' in the appropriate column):	
Bank's Account Number		Pensyarah (Lecturer)	
		Pengajar (Tutor)	
Bank's Name		Penunjuk (Demonstrator)	
		Pemeriksa Luar (External Examiner)	X

B. TUNTUTAN PEPERIKSAAN/MENGAJAR/PELBAGAI (Examination/Teaching/Miscellaneous Claim):

Bil (No)	Tarikh (Date)	Masa (Time)		Perkara/Matapelajaran (Subject)	Jumlah (Total)	
		Dari (From)	Hingga (To)		Jam (Hour)	RM (Ringgit Malaysia)
01					2.5 hours	
Jumlah Kecil (Sub Total)						

C. TUNTUTAN ELAUN PERBATUAN DAN ELAUN MAKAN (Mileage Claim and Meal Allowance):

Bil (No)	Tarikh (Date)	Butir-butir Perjalanan (Traveling Details)		Kiraan Perjalanan (Dlm KM) (Travelling Mileage)	Elaun Makan (Meal Allowance)	Tol (Toll charges)	Jumlah (RM) (RM Total)
		Dari (From)	Ke (To)				
Jumlah Kecil (Sub Total)							
Jumlah Besar (Tuntutan Peperiksaan/Mengajar/Pelbagai + Tuntutan Elaun Perbatuan + Elaun Makan + Tol) (Total: Examination/Teaching/Miscellaneous Claim + Mileage Claim + Meal Allowance + Toll Charges)							

	Dituntut Oleh (Claimed by):	Disahkan Oleh (Certified by):	Diluluskan Oleh (Approved by):
Tandatangan (Signature):			
Nama (Name):			
Jawatan (Designation):			
Tarikh (Date):			

D. UNTUK KEGUNAAN JABATAN KEWANGAN (For Finance Department Use Only):

	Diproses Oleh (Processed by):	Disemak Oleh (Checked by):	Diluluskan Oleh (Approved by):
Tandatangan (Signature):			
Nama (Name):			
Jawatan (Designation):			
Tarikh (Date):			

Kadar Elaun Perbatuan (Mileage Allowance Rate) a. For the first 800 km : RM0.60/km b. 801 km and thereafter : RM0.55/km



UNIVERSITI
TEKNOLOGI
PETRONAS

Our Reference : UTP/HRMA/Admin-hotel/IPH-010/12

25 SEPTEMBER 2012

COST CENTER : 158100-100 / PG OFFICE

Reservation Dept
Impiana Hotel Ipoh
18, Jalan Raja Dr Nazrin Shah
30250 Ipoh, Perak
Tel : 05 – 2553000 / 2555555

(Fax : 05 - 2558177)

Dear Madam,

SUBJECT : CONFIRMATION OF ROOM RESERVATION AND PAYMENT

1. **Mr Robest Yong** X 253801

With reference to the above, we here confirm the reservation of the above named personnel, as per details :

Late Check in	: 18/10/2012
Check out	: 20/10/2012
Duration of stay	: 2 nights
Unit / room	: 1 deluxe room (single)
Room rate	: RM175.00 nett
	(PETRONAS Corporate rates)
Payment mode	: <u>Company's account for room charges only</u>


Please be informed that only room charges will be borne by us. If guest(s) failed to show up, the full amount will be charged to our company. Kindly submit your invoice payment to the address below :-

Universiti Teknologi PETRONAS
C/o PETRONAS Financial Shared Services Centre
Level 9, Menara Dayabumi
Jalan Sultan Hishamuddin, 50050 KL
Email : fs2@petronas.com.my / Tel : 03-7490 4900 | Fax : 03-7490 4999

If you have any queries, please do not hesitate to call Rodziah at 05-3688291 and please fax us for the room reservation confirmation as soon as possible at 05-3654075.

Thank you.

Sincerely
For **Universiti Teknologi PETRONAS**


AMINUR RASHID BIN MOHD SHARIAI
Administration Executive
Human Resource Management and Administration

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INSTITUTE OF TECHNOLOGY PETRONAS SDN BHD
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