**SPONSORSHIP DECLARATION FOR ACADEMIC STAF UNDERTAKING OFFICIAL DUTIES**

**(key notes speaker/ visiting professor/ etc)**

|  |  |  |
| --- | --- | --- |
| 1. **STAF INFORMATION** | | |
|  |  |  |
| STAFF NAME | : |  |
|  |  |  |
| I/C NUMBER | : |  |
|  |  |  |
| POSITION/ GRED | : |  |
|  |  |  |
| FACULTY/PTj | : |  |
|  |  |  |

|  |
| --- |
| 1. **SPONSORSHIP INFO** |

|  |  |  |  |
| --- | --- | --- | --- |
| AGENCY/COMPANY NAME | : |  | |
|  |  |  | |
| PROGRAME TITLE | : |  | |
|  |  |  | |
| PROGRAME DATE | : | Start date: | End Date : |

|  |  |
| --- | --- |
| **SPONSOR TYPE** | **ESTIMATE VALUE (RM)** |
| FEES |  |
| FLIGHT TICKET |  |
| ACCOMODATION |  |
| TRANSPORTATION |  |
| HONORORIUM |  |
| OTHERS |  |
| **TOTAL** |  |

\*Please attach evidence or supporting document.

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| 1. **SPONSOR DECLARATION** |

I acknowledge that the above contents are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

|  |  |
| --- | --- |
| (Signature) | (Contact Number / Email) |
| (Official stamp) | (Date |