



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1

18<sup>th</sup> December 2024

All Deans / Directors  
Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs  
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

*Assalamualaikum wa rahmatullahi wa barakatuh*

STAFF SERVICE CIRCULAR NO. 28/2024

ADOPTION OF THE TREASURY CIRCULAR 1PP - WP1.4  
(REVISION EFFECTIVE ON 1<sup>ST</sup> JANUARY 2024) ON THE RATES AND  
CONDITIONS OF ALLOWANCE CLAIM, FACILITIES AND PAYMENT  
TO PUBLIC SERVICE OFFICERS FOR PERFORMING OFFICIAL DUTIES

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs on the adoption of the Treasury Circular 1PP - WP1.4 (Revision effective on 1<sup>st</sup> January 2024) on the Rates and Conditions of Allowance Claim, Facilities and Payment to Public Service Officers for Performing Official Duties.

2. BACKGROUND

- 2.1 The University has adopted the Government Circular, PP WP1.4 which covers the rates and conditions of allowance claims, facilities and payment to public service officers for performing official duties within Malaysia and abroad.
- 2.2 At present, the rate of allowance claims, flight entitlement and benefits for performing official duty refers to the PP WP1.4 (Revision effective on 1<sup>st</sup> January 2022) that has been endorsed by the Staff Service Committee (SSC) Meeting No. 4/2022 held on 22<sup>nd</sup> December 2022. The effective date of implementation is 1<sup>st</sup> January 2023.
- 2.3 The adoption of the PP WP1.4 (Revision effective on 1<sup>st</sup> January 2022) has been approved with modifications to suit IIUM's needs and suitability, subject to the financial capabilities of the University.



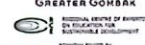
2.4 In 2024, the Government issued a revised circular through the PP WP1.4 with amendments that took effect on 1<sup>st</sup> January 2024. The PP WP1.4 (Revision effective on 1<sup>st</sup> January 2024 as in *Appendix 1*. The amendments include the following:

i. **Additional Miscellaneous Expenses for Official Duties within Malaysia**

| No. | Paragraph PP WP1.4 | Rules   | Amendment                                  |
|-----|--------------------|---|--|
| 1.  | 5.12.1             | An officer whether working inside or outside their Headquarters is eligible to claim Miscellaneous Expenses supported by receipts or proof of payment as follows:<br>(f) <b>payments related to disease prevention</b> , including but not limited to screening, detection, and vaccination payments that cover only the equipment and services required for official duties.<br>(g) <b>payment required to enter premises or areas</b> for official duties | New<br><br>New<br>Example:<br>Entrance fee |

ii. **Meal Allowance and Daily Allowance for Official Duties Abroad**

| No. | Paragraph PP WP1.4 | Rules  | Amendment |
|-----|--------------------|--|-----------|
| 1.  | 6.1.8              | The officer who is required to stay overnight due to circumstances beyond their control before or after official duties is allowed to claim Meal Allowance according to their eligibility.   | New       |
| 2.  | 6.1.9              | Claims for Meal Allowance are allowed due to circumstances beyond the officer's control as follows:<br>(a) natural disasters including but not limited to floods, landslides, and fires;<br>(b) safety concerns, including but not limited to war, riots, emergencies, armed conflicts, rebellions, civil wars, revolutions, military actions and coups;<br>(c) quarantine, particularly due to the outbreak of infectious diseases and pandemics;<br>(d) health issues that do not require inpatient treatment but necessitate outpatient recovery such as fever, diarrhea, injuries and food poisoning; or<br>(e) directives from the relevant government. | New       |
| 3.  | 6.1.10             | The officer who is required to stay overnight due to circumstances beyond their control before or after official duties as stated in paragraphs 6.1.8 and 6.1.9, must obtain confirmation from the relevant authority or a registered medical officer.   | New       |





### iii. Hotel Rental for Official Duties Abroad

| No. | Paragraph<br>PP WP1.4 | Rules  | Amendment |
|-----|-----------------------|--|-----------|
| 1.  | 6.2.7                 | The officer who is required to stay overnight due to circumstances beyond their control before or after official duties is allowed to claim Hotel Rental Payment or Lodging Allowance according to their eligibility.  | New       |
| 2.  | 6.2.8                 | The accommodation facilities permitted due to circumstances beyond the officer's control as follows:<br>(a) natural disasters including but not limited to floods, landslides, and fires;<br>(b) safety concerns, including but not limited to war, riots, emergencies, armed conflicts, rebellions, civil wars, revolutions, military actions and coups;<br>(c) quarantine, particularly due to the outbreak of infectious diseases and pandemics;<br>(d) health issues that do not require inpatient treatment but necessitate outpatient recovery such as fever, diarrhea, injuries and food poisoning; or<br>(e) directives from the relevant government | New       |
| 3.  | 6.2.9                 | The officer who is required to stay overnight due to circumstances beyond their control before or after official duties as stated in paragraphs 6.2.7 and 6.2.8, must obtain confirmation from the relevant authority or a registered medical officer.   | New       |

### iv. Additional Miscellaneous Expenses for Official Duties Abroad

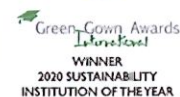
| No. | Paragraph<br>PP WP1.4 | Rules  | Amendment |
|-----|-----------------------|--|-----------|
| 1.  | 6.5.1                 | An officer is eligible to claim Miscellaneous Expenses supported by receipts or proof of payment as follows:<br><br>(g) payments related to disease prevention, including but not limited to screening, detection, and vaccination payments that cover only the equipment and services required for official duties. | New       |



- 2.5 Nevertheless, the Treasury through Circular Letter MOF.600-31/1/3 JLD. 6(4)(S) dated 10<sup>th</sup> June 2024 has agreed to amend the requirement for the Head of Department approval for the use of personal vehicles for official duties as stated in paragraphs 5.7.3 and 5.7.4, PP WP1.4. A copy of the Treasury Circular Letter is attached in *Appendix 2*. The details of the amendment are as follows:

| No. | Paragraph<br>PP WP1.4 | Existing Rules   | Amendment  |
|-----|-----------------------|--|--|
| 1.  | 5.7.3                 | An officer that required to use air travel for official duties to a location accessible by airplane is not eligible to claim Mileage Allowance except under the following conditions:<br><br>(a) if the distance between the two locations is less than 240 km;<br>(b) when an officer is also required to perform official duties at several locations along the route;<br>(c) when it is deemed essential for the officer to use their vehicle; or<br>(d) when it is deemed essential for the officer to bring another officer who is also performing official duties. | Abolished  |
| 2.  | 5.7.4                 | For distances exceeding 240 km and in compliance with provisions (b), (c) or (d) above, approval from the Head of Department must be attached to the officer's claim form.   | Abolished with an amendment that the Head of Department approval obtained through the online system. |

- 2.6 In addition, the Treasury through Circular Letter MOF.600-31/1/3 JLD. 6(8)(S) dated 24<sup>th</sup> July 2024 has agreed to abolish the Substitutional Fare in paragraph 5.8. PP WP1.4, pertaining to the use of personal vehicles for distances exceeding 240 km. Thus, the Substitutional Fares are no longer applicable in the Mileage Allowance claims. A copy of the Treasury Circular Letter is attached in *Appendix 3*.
- 2.7 The Treasury also has agreed that the officers on official duties abroad are allowed to claim a Meal Allowance if the meal provided by the organizer does not have halal certification or is confirmed to be non-halal, with approval from the Head of Department.





2.8 The new rules for Substitutional Fare and Meal Allowance and Daily Allowance for official duties abroad are as follows:

i) **PP WP1.4 Paragraph 5.8 - Substitutional Fare**

| No. | Paragraph<br>PP WP1.4 | Existing Rules   | Amendment |
|-----|-----------------------|--|-----------|
| 1.  | 5.8.1                 | An officer who uses their own vehicle for duties at a single location that is more than 240 km from their Headquarters and there is a direct air service, is eligible to claim Substitutional Fares.   | Abolished |
| 2.  | 5.8.2                 | The officer must indicate on the claim form that they are claiming Substitutional Fares. The conditions for claiming Substitutional Fares are as follows:<br><br>(a) The officer must use their vehicle;<br>(b) The rate for Substitutional Fares is equivalent to the cost of the allowed airfare based on the officer's eligibility; and<br>(c) Substitutional Fare is only eligible for a claim if it is more economical compared to the travel claim using their vehicle, to encourage prudent spending. | Abolished |
| 3.  | 5.8.3                 | An officer who claims Substitutional Fares is not eligible to claim any additional fares or charges related to air travel including:<br><br>(a) Fares from home to the airport and vice versa;<br>(b) Fares from the airport to the location of accommodation and vice versa; and<br>(c) Airport Taxes.  | Abolished |



ii) **PP WP1.4 Paragraph 6.1 - Meal Allowance and Daily Allowance for Official Duties Abroad**

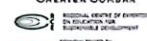
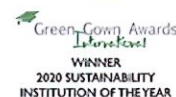
Approval of claim for Meal Allowance for non-halal food facilities upon performing official duties abroad by the Head of Department.

| No. | Paragraph<br>PP WP1.4 | Existing Rules   | Amendment                                     |
|-----|-----------------------|--|---|
| 1.  | 6.1.5                 | An officer is not eligible to claim Meal Allowance or Daily Allowance if the meals are provided by the Government or the Organizer. If only part of the meal is provided, the officer is only eligible to claim for the portion of the meals that are not provided subject to the following rates: | New<br>(Approval from the Head of Department) |



| No. | Paragraph<br>PP WP1.4 | Existing Rules  | Amendment |
|-----|-----------------------|---|-----------|
|     |                       | (a) Breakfast - 20% of Meal Allowance<br>(b) Lunch - 40% of Meal Allowance<br>(c) Dinner - 40% of Meal Allowance  |           |
| 2.  | 6.1.6                 | The Head of Department can approve a meal allowance claim for non-halal food facilities provided by the organizer, subject to the following conditions:<br><br>(a) The Ministry/officers have consulted with the organizers in advance regarding the food provision considering the sensitivities and dietary needs of the officials prior to the official duties; and<br>(b) Confirmation from the organizers that halal food is not available during the official duties. | New       |

- 2.9 The Circular Letter also states that the improvement of rules related to the Substitutional Fares and the approval by the Head of Department for Meal Allowance claims for non-halal food facilities during official duties abroad also involves the improvement of the same rules under paragraph 4.1.6 (e) and (f) as well as paragraph 7.3, PP WP1.10 - Rates and Conditions for Allowances, Facilities and Payments to Civil Service Officers During Courses Except for Pre-Service Courses.
- 2.10 The Staff Service Committee (SSC) meeting No. 3/2016 states that if there is urgency to obtain preliminary approval for immediate implementation of certain policies prior to the SSC meeting, the proposal may be submitted to the University Management Committee (UMC) for deliberation and approval.
- 2.11 Therefore, to assist the management in making decisions regarding the approval of traveling claims, the Finance Division presented the proposal in the UMC meeting no. 19/2024 held on 23<sup>rd</sup> October 2024. In the meeting, the UMC has approved the proposal to adopt the Government Circular PP WP1.4 (Revision effective on 1<sup>st</sup> January 2024) and the amendment through Treasury Circular Letter MOF.600-31/1/3 JLD. 6(4)(S) dated 10<sup>th</sup> June 2024 and MOF.600-31/1/3 JLD. 6(8)(S) dated 24<sup>th</sup> July 2024.





### 3. DECISION

- 3.1 The University through the Staff Service Committee – Paper by Circulation No. 4/2024 dated 30<sup>th</sup> October 2024 approved the adoption of the Treasury Circular IPP - WP1.4 (Revision effective on 1<sup>st</sup> January 2024) on the Rates and Conditions of Allowance Claim, Facilities and Payment to Public Service Officers for Performing Official Duties, upon recommendation of the University Management Committee (UMC) Meeting No. 19/2024 held on 23<sup>rd</sup> October 2024.
- 3.2 The SSC has also approved the amendment through Treasury Circular Letter MOF.600-31/1/3 JLD. 6(4)(S) dated 10<sup>th</sup> June 2024 and MOF.600-31/1/3 JLD. 6(8)(S) dated 24<sup>th</sup> July 2024.
- 3.3 The modifications to suit IIUM's needs and suitability, subject to the financial capabilities of the University as stated in the Staff Service Circular No. 3/2023 are still applicable.
- 3.4 The effective date of implementation is **23<sup>rd</sup> October 2024**, i.e. the date of University Management Committee (UMC) Meeting No. 19/2024.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices/Mahallahs.

Thank you. *Wassalam.*

"LEADING THE WAY"

  
**ZURAIDA HASSAN**  
Executive Director  
Management Services Division  
International Islamic University Malaysia

- c.c. : Rector  
: Deputy Rector (Academic and Internationalisation)  
: Deputy Rector (Research, Innovation and Development)  
: Deputy Rector (Student Development and Community Engagement)  
: Executive Director (Finance Division)  
: Campus Director, IIUM Kuantan Campus  
: Legal Adviser

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