

## 5.3. Guideline on Budgeting

1. Financial assistance from the University should be construed as an initial operating budget to conduct the programme. Student organisation should plan their activities according to availability of budget.
2. As a guideline, the following list provides the maximum allocation of budget for student programmes:

DESCRIPTION	Breakfast	Lunch	Tea	REFERENCE
<b>1) Refreshment:</b> - Seminar/Workshop -Team Building /Induction course It is recommended that the programme is being held internally, except with the approval by the higher authority.	5.00	10.00	5.00	Refer Appendix B: Finance Division Circular No.2 Year 2019 2.2(3)
Opening Ceremony (Non-VIP)	7.00	10.00	5.00	2.2 (2)
Opening Ceremony (VVIP)	Max up to RM50			
<b>2) Appreciation Programmes</b> for office bearers of student organisation should be organised by the respective offices. (eg. Ta'aruf Committee appreciation, ISC Appreciation, MRC appreciation, etc.)	Maximum RM15 per head			
<b>3) Daily meals allowance</b> outside IIUM (including tournament) if meals are NOT provided by organizer. <b>For programme without accommodation</b>	Maximum RM25 per day/per head			

<b>4) Programme outside IIUM</b> i. Student organization ii. Department Driven	Max: RM 50.00 per day/ per head Max: RM70.00 (package including meals & accommodation)	
<b>5) Allowance for selected student representing the University (Oversea programmes)</b>	Overseas: RM 50 per day	Refer Appendix D: (policy no.5 in student related matters section of manual of Financial Policies and Procedures)
<b>6) Allowance for appointed Student Facilitators /Secretariat (Department-driven programmes only)</b>	RM10 per day/ per head Maximum RM 150	
<b>7) AGM</b>	RM300	
<b>8) Promotion booth (per semester)</b>	RM 200 maximum per programme	

\* Subject to availability of the budget

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