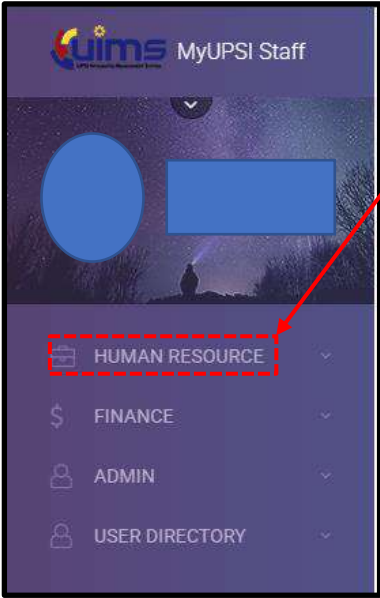
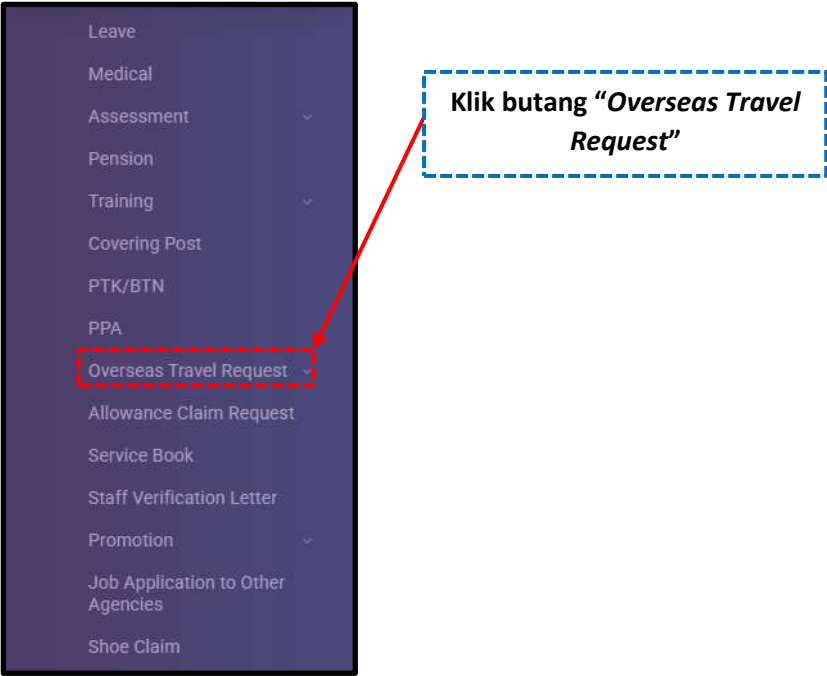


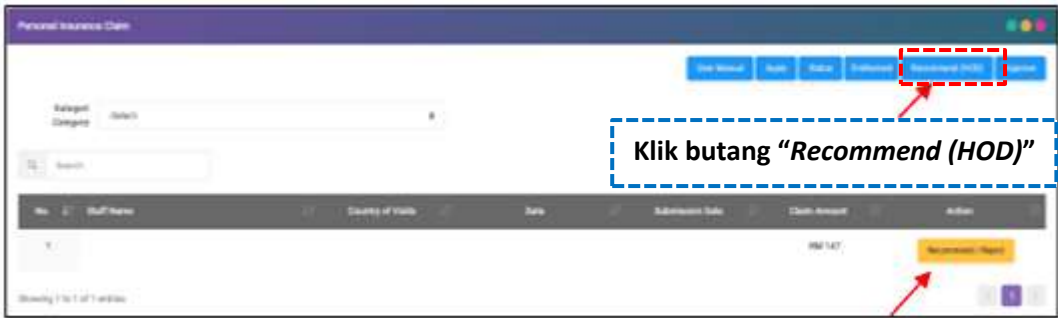


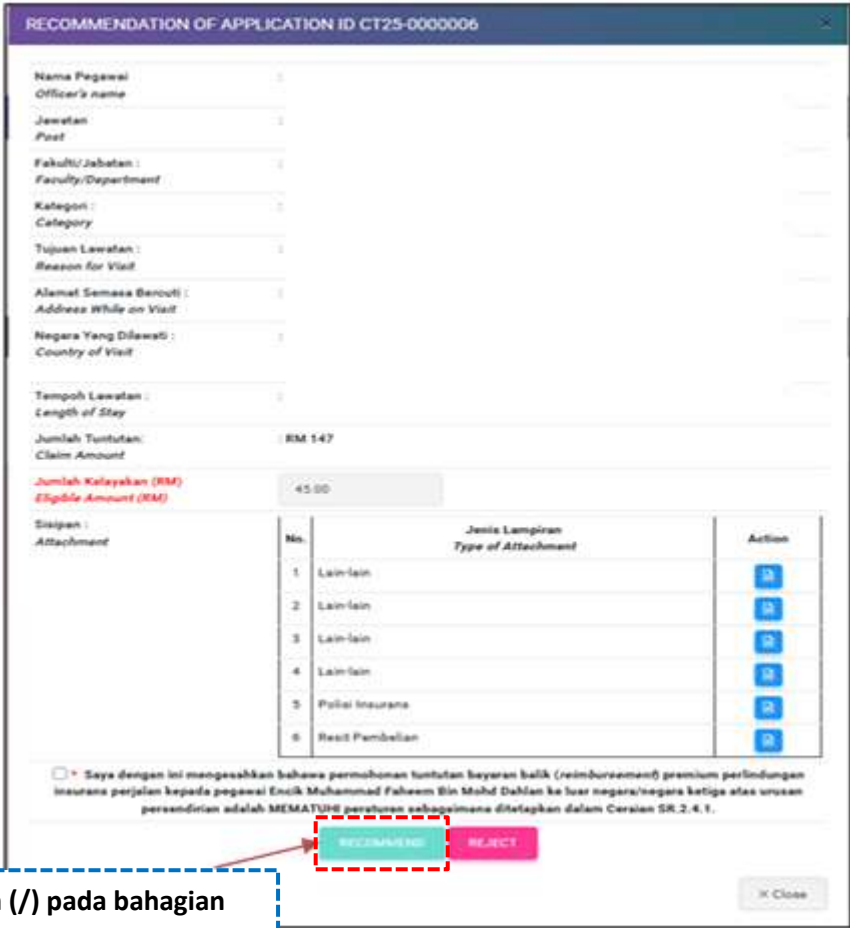
**BAHAGIAN
SUMBER
MANUSIA**

TATACARA BAGI KETUA PTJ UNTUK MEMPERAKUKAN PERMOHONAN TUNTUTAN INSURANS PERJALANAN STAF KE LUAR NEGARA (URUSAN PERIBADI) MELALUI SISTEM MYUPSI PORTAL

BIL	BUTIRAN	KETERANGAN
1.	<i>MyUPSI Portal> Human Resource</i> Klik butang <i>"HUMAN RESOURCE"</i>	 Klik butang <i>"HUMAN RESOURCE"</i>

BIL	BUTIRAN	KETERANGAN
2.	<i>MyUPSI Portal> Human Resource>Overseas Travel Request</i> Klik butang <i>"Overseas Travel Request"</i>	 The screenshot shows a dark blue sidebar menu with various options. The 'Overseas Travel Request' option is highlighted with a red dashed border. A red arrow points from a blue dashed callout box containing the text 'Klik butang "Overseas Travel Request"' to the highlighted menu item. - Leave - Medical - Assessment - Pension - Training - Covering Post - PTK/BTN - PPA Overseas Travel Request - Allowance Claim Request - Service Book - Staff Verification Letter - Promotion - Job Application to Other Agencies - Shoe Claim

BIL	BUTIRAN	KETERANGAN
3.	<i>MyUPSI Portal > Human Resource > Overseas Travel Request > Personal Insurance Claim</i> Klik butang <i>“Recommend (HOD)”</i>	

BIL	BUTIRAN	KETERANGAN
4.	<i>MyUPSI Portal > Human Resource > Overseas Travel Request > Personal Insurance Claim</i> Tekan (/) pada bahagian perakuan dan klik butang <i>“Recommend”</i>	 Tekan (/) pada bahagian perakuan dan klik butang <i>“Recommend”</i>

BIL	BUTIRAN	KETERANGAN
5.	<i>MyUPSI Portal > Human Resource > Overseas Travel Request > Personal Insurance Claim</i> • Klik butang "OK"	Klik butang "OK" 