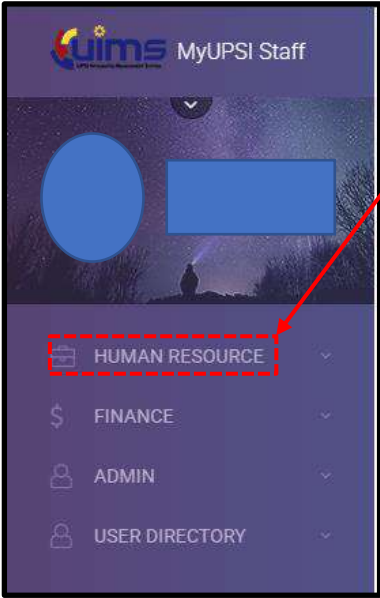
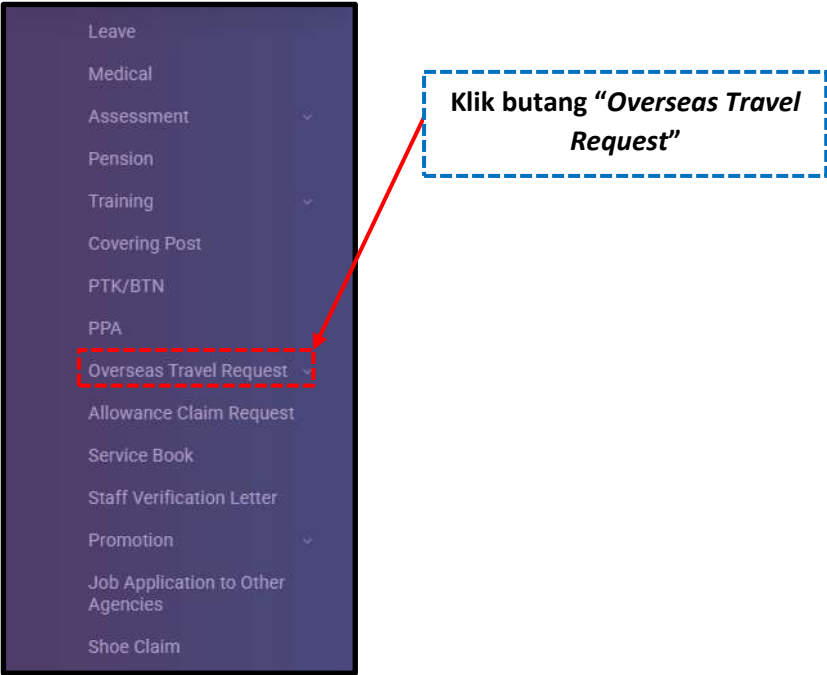


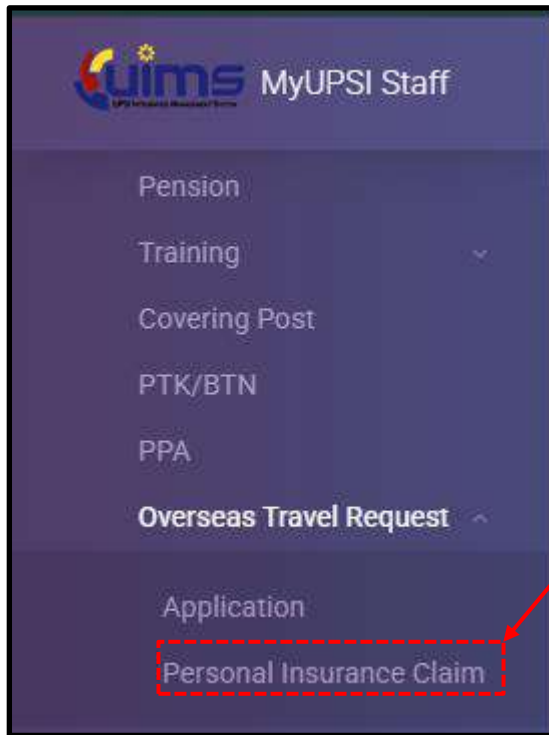


**BAHAGIAN
SUMBER
MANUSIA**

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

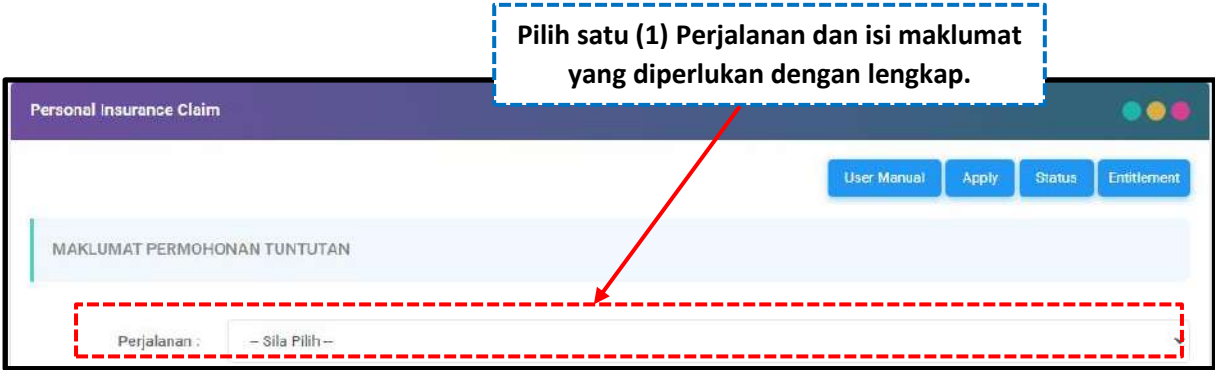
BIL	BUTIRAN	KETERANGAN
1.	<i>MyUPSI Portal> Human Resource</i> Klik butang <i>"HUMAN RESOURCE"</i>	 Klik butang <i>"HUMAN RESOURCE"</i>

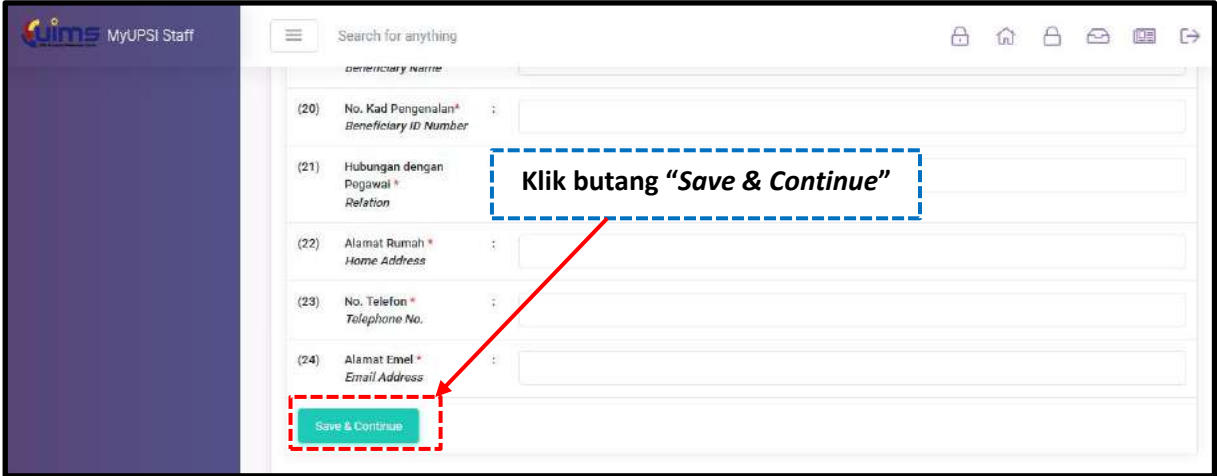
BIL	BUTIRAN	KETERANGAN
2.	<i>MyUPSI Portal> Human Resource>Overseas Travel Request</i> Klik butang <i>"Overseas Travel Request"</i>	 The screenshot shows a dark blue sidebar menu with the following items: Leave, Medical, Assessment, Pension, Training, Covering Post, PTK/BTN, PPA, Overseas Travel Request, Allowance Claim Request, Service Book, Staff Verification Letter, Promotion, Job Application to Other Agencies, and Shoe Claim. The 'Overseas Travel Request' item 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 item.

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

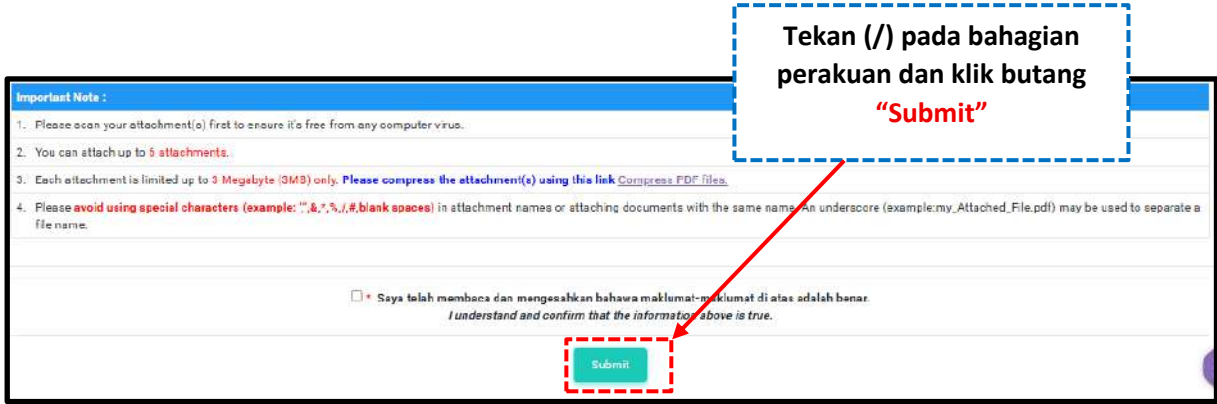
BIL	BUTIRAN	KETERANGAN
4.	<i>MyUPSI Portal > Human Resource > Overseas Travel Request > Personal Insurance Claim</i> Klik butang <i>“Apply”</i>	Klik butang <i>“Apply”</i> Personal Insurance Claim User Manual Apply Status Entitlement Year 2025 Search Show 10 entries

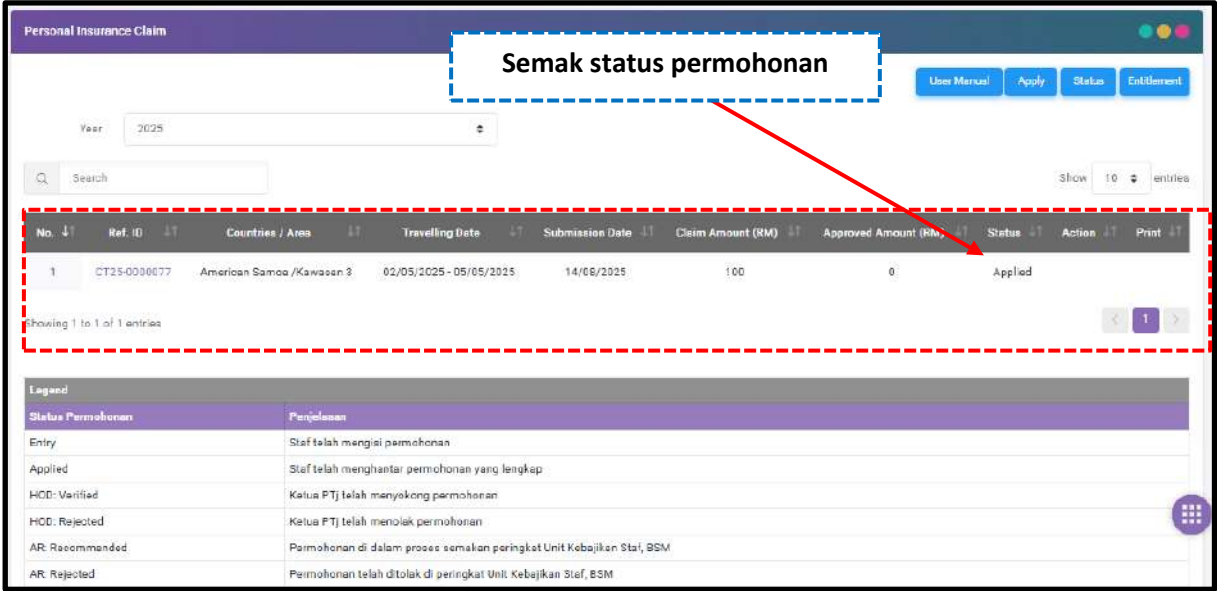
BIL	BUTIRAN	KETERANGAN
5.	<i>MyUPSI Portal > Human Resource > Overseas Travel Request > Personal Insurance Claim > Apply</i> Klik butang “Lawatan Peribadi”	Klik butang “Lawatan Peribadi” 

BIL	BUTIRAN	KETERANGAN
6.	<i>MyUPSI Portal > Human Resource > Overseas Travel Request > Personal Insurance Claim > Apply</i> Pilih satu (1) Perjalanan dan isi maklumat yang diperlukan dengan lengkap.	

BIL	BUTIRAN	KETERANGAN
7.	<i>MyUPSI Portal > Human Resource > Overseas Travel Request > Personal Insurance Claim > Apply</i> Setelah semua maklumat telah lengkap diisi, klik butang <i>“Save & Continue”</i>	

BIL	BUTIRAN	KETERANGAN			
8.	<i>MyUPSI Portal > Human Resource > Overseas Travel Request > Personal Insurance Claim > Apply</i> Sila muat naik lampiran-lampiran yang diperlukan di bahagian ini.	Personal Insurance Claim MAKLUMAT PERJALANAN PEGAWAI AWAM KE LUAR NEGARA ATAS URUSAN PERSENDIRIHAN INFORMATION ON PERSONAL OVERSEAS TRAVEL Tempoh Lawatan Length Of Stay : 02/05/2025 - 05/05/2025 Tujuan Lawatan Reason For Visit : Bercuti Muatnaik Lampiran Uploading Attachments Jenis Lampiran Type of Attachment : - Sila Pilih - Nama Fail File Name : Choose file Browse Upload Senarai Lampiran List of Attachments <table><thead><tr><th>#</th><th>Jenis Lampiran Type of Attachments</th><th>Tindakan Action</th></tr></thead></table> Sila muat naik lampiran-lampiran yang diperlukan di bahagian ini.	#	Jenis Lampiran Type of Attachments	Tindakan Action
#	Jenis Lampiran Type of Attachments	Tindakan Action			

BIL	BUTIRAN	KETERANGAN
10.	<i>MyUPSI Portal > Human Resource > Overseas Travel Request > Personal Insurance Claim > Apply</i> Tekan (/) pada bahagian perakuan dan klik butang "Submit"	 Important Note : 1. Please scan your attachment(s) first to ensure it's free from any computer virus. 2. You can attach up to 5 attachments. 3. Each attachment is limited up to 3 Megabyte (3MB) only. Please compress the attachment(s) using this link Compress PDF files. 4. Please avoid using special characters (example: " ", & , % , / , # , blank spaces) in attachment names or attaching documents with the same name. An underscore (example: my.Attached_File.pdf) may be used to separate a file name. ☐ * Saya telah membaca dan mengesahkan bahawa maklumat-maklumat di atas adalah benar. I understand and confirm that the information above is true. Submit

BIL	BUTIRAN	KETERANGAN
11.	<i>MyUPSI Portal > Human Resource > Overseas Travel Request > Personal Insurance Claim</i> - Semak status permohonan di skrin utama. - Status <i>applied</i> bermaksud permohonan staf telah dihantar ke Ketua Ptj untuk disokong.	

BIL	BUTIRAN	KETERANGAN																				
12.	MyUPSI Portal > Human Resource > Overseas Travel Request > Personal Insurance Claim - Apabila staf telah menerima memo makluman perakuan dari Ketua Jabatan, staf hendaklah mencetak permohonan dan melampirkan dokumen sokongan yang diperlukan. - Hantar permohonan lengkap kepada Unit Kebajikan Staf, Bahagian Sumber Manusia.	Home / HUMAN RESOUR... / Overseas Travel ... / Personal Insuran... Wednesday, 11th of October, 2025 Personal Insurance Claim User ManualApplyStatusEnrolment Year2025 Search Cetak dokumen dan hantar ke BSM Showing 1 to 1 of 1 entries <table><tr><th>No. ↓↑</th><th>Ref. ID ↓↑</th><th>Countries / Area ↓↑</th><th>Travelling Date ↓↑</th><th>Submission Date ↓↑</th><th>Claim Amount (RM) ↓↑</th><th>Approved Amount (RM) ↓↑</th><th>Status ↓↑</th><th>Action ↓↑</th><th>Print ↓↑</th></tr><tr><td>1</td><td>CT25-0000002</td><td>Singapore /Kawasan 1</td><td>16/08/2025 - 16/08/2025</td><td>20/08/2025</td><td>54</td><td>45</td><td>Approved</td><td></td><td></td></tr></table>	No. ↓↑	Ref. ID ↓↑	Countries / Area ↓↑	Travelling Date ↓↑	Submission Date ↓↑	Claim Amount (RM) ↓↑	Approved Amount (RM) ↓↑	Status ↓↑	Action ↓↑	Print ↓↑	1	CT25-0000002	Singapore /Kawasan 1	16/08/2025 - 16/08/2025	20/08/2025	54	45	Approved		
No. ↓↑	Ref. ID ↓↑	Countries / Area ↓↑	Travelling Date ↓↑	Submission Date ↓↑	Claim Amount (RM) ↓↑	Approved Amount (RM) ↓↑	Status ↓↑	Action ↓↑	Print ↓↑													
1	CT25-0000002	Singapore /Kawasan 1	16/08/2025 - 16/08/2025	20/08/2025	54	45	Approved															