



Malaysian Students' Association (MSA)

Nizhny Novgorod State Medical Academy (NNSMA)

Hostel 3, House 5, Medical Street, 603104 Nizhny Novgorod, Russian Federation.

Cellular Communication Device Allowance

Purpose:

Under this policy, the committee members of the Malaysian Students Association (MSA) are entitled to apply for allowance to reimburse their cellular communication expenses at the end of every academic year.

Regulations:

1. The costs used for these allowances will come from the MSA fund.
2. In the event when the MSA fund is unable to cover the full amount of these costs, the total balance of the MSA fund will be divided in ratio according to the total amount of allowances approved.
3. The committee members of the Executive Board of MSA, namely, the President, the Vice President, the Secretary and the Treasurer, reserve the rights to question any of these applications during special meetings which will be held for this purpose.

Procedure for application and approval of allowances:

1. **Applicants** – all committee members of the MSA are eligible to apply for this allowance. These allowances can only be applied for and be approved at the end of an academic year using the Cellular Communication Device Allowance Request Form.
2. **Estimation of Amount of Allowance** – using the Cellular Communication Device Allowance Request Form, an MSA committee member must state: (a) the service provider, the name and the tariffs of the plan used; (b) the corresponding phone number of the SIM card; (c) the total costs of usage; (d) the estimated date, time and place of usage; (e) the general purpose of the usage.
3. **Documentation and Review** – an MSA committee member should submit the completed Cellular Communication Device Allowance Request Form to the MSA President and the members of the Executive Board of MSA will have to review the records and make inquiries (if needed) in the presence of the committee member applying for the allowance. When an Executive Board member applies for this allowance, the remaining members of the Executive Board reserve the rights to inquire.
4. **Limit for the allowance** – the respective committee member has to record a minimum amount of two-hundred (200) roubles for the application of this allowance. The maximum amount of allowance allowed for a single committee member is two-thousand (2000) roubles. These values can be altered by the Executive Board from year to year according to the fluctuations of rates or tariffs that are deemed valid.
5. **Approval** – should the inquiry session end with no objections from the members of the Executive Board, the MSA President then approves these allowances. If the MSA President applies for this allowance, the Vice President, Treasurer or Secretary holds the power of approval.



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Changing of regulations or procedures:

Should the need to alter, add or remove any of the above mentioned rules or procedures arise, the serving Board of Committee of the MSA reserves the rights to do so.

Approved by,

Faiz Najmi bin Mansor
President MSA 2008/09.



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Cellular Communication Device Allowance Request Form

Name:

Position held in the committee:

Service provider of plan:

Name of plan:

Tariff of plan - Calls:

- SMS:

Phone number:

***DATE:**

***EVENT:**

CONTACT (S):

LOCATION OF CONTACT (S):

MODE (CALL/SMS/MMS/WAP/GPRS)

FREQUENCY OF COMMUNICATION:

PURPOSE OF CALLS:

OTHER DETAILS:

TOTAL DURATION OF CALLS:

ESTIMATED AMOUNT OF USAGE (IN ROUBLES):

I hereby verify that the above information is correct,

Signature:

X

Name:

Date:

Application approved by,

Name:

Date: