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| --- | --- | --- | --- |
| APPLICANT DETAILS | | | |
| Name |  | Employee No.  (if any) |  |
| Designation/Grade |  | Department/Unit |  |
| Project Code & Title |  |  |  |
| Comment (if any) |  | | |
| Payable Name |  | | |
| Bank Account Name  (CIMB/MBB/BIMB/etc.) |  | Bank Account No. |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TRAVELLING CLAIM DETAILS | | | | | | | | | | |
| Home Address : | | | | | | Vehicle Type: | |  | | |
| Vehicle CC: | |  | | |
| Vehicle Reg. No: | |  | | |
| Destination | | Project/Purpose | Duration (Date&Time) | |  |  | | |  | |
| From | To | From | To | Total Hour | KM  Mileage  (To & From) | Hotel Allow. &  Lodging | | Meal Allow. | Others  (Attached receipt) |
| XXXX | XXXX |  | DD/MM/YY  HH:MM | DD/MM/YY  HH:MM | XXX.X | XXX | XXXXX.XX | | XXXX.XX | XXXX.XX |
|  |  |  |  |  |  |  |  | |  |  |
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|  |  |  |  |  |  |  |  | |  |  |
| Vehicle | Car | | Motor | Total Mileage (KM) | | 99 |  | |  |  |
| KM | =<2000cc | =>2000cc | RM0.40 | Total Claim (RM) | | 999.99 | 999.99 | | 999.99 | 999.99 |
| 0-500 | RM0.65 | RM0.70 |  |  | | (1) | (2) | | (3) | (4) |
| 501-650 | RM0.55 | RM0.60 |  | Grand Total (1+2+3+4) | | | | | | 999.99 |
| 651-800 | RM0.45 | RM0.50 |  | (-) Advanced | | | | | | 999.99 |
| >800 | RM0.35 | RM0.40 |  | Balance / (Shortage) | | | | | | 9.99 |

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| Prepared by  (Applicant)  Date | : ......................................  : ...................................... | Confirmed by  (Head of project)  Date  Official stamping | : ......................................  : ......................................  : ...................................... |
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| Checked by |  | Payment verified by |  | Approved by |
| ....................................................  Project Manager  Date: |  | ....................................................  Finance  Date: |  | ....................................................  Director  Date: |

Note: Travelling Claim Form must be submitted for approval within 1 month from travel date with **completed receipts**.