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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 | KMMileage(To & From) | Hotel Allow. &Lodging | Meal Allow. | Others(Attached receipt) |
| XXXX | XXXX |  | DD/MM/YYHH:MM | DD/MM/YYHH: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:  |  | ....................................................FinanceDate:  |  | ....................................................DirectorDate:  |

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