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

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT DETAILS | | | |
| Project Code |  | Project Duration |  |
| Project Description |  | | |
| Project Manager |  | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ALLOWANCE CLAIM DETAILS | | | | | | | | |
| Date | Time | | | Total | | | Work Details | |
| From | | To | Hour | Minutes | |  | |
| DD-MMM-YYYY | XX:XX | | XX:XX | X | XX | | Enter work details and/or refer attachment if applicable | |
| DD-MMM-YYYY | XX:XX | | XX:XX | X | XX | | Enter work details and/or refer attachment if applicable | |
| DD-MMM-YYYY | XX:XX | | XX:XX | X | XX | | Enter work details and/or refer attachment if applicable | |
| DD-MMM-YYYY | XX:XX | | XX:XX | X | XX | | Enter work details and/or refer attachment if applicable | |
| Total Hours | | | | XX.XX | | |  | |
| Rate / Hour | | | | XX.XX | | |
| Total Amount (RM) | | | | XXX.XX | | |
| Prepared by  (Applicant)  Date | | : ......................................  : ...................................... | | | | Confirmed by  (Head of project)  Date  Official stamping | | : ......................................  : ......................................  : ...................................... | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Checked by |  | Payment verified by |  | Approved by |
| ....................................................  Project Manager  Date: |  | ....................................................  Finance  Date: |  | ....................................................  Director  Date: |

Note: Allowance Claim Form with **monthly report** must be submitted for approval on 25th day of the month for work done in the preceding month with report.