MSD 01 00 14 June 2013 Version no: Revision no: Effective Date:



TRAVELLING CLAIM FORM

FOR TI (Please	FOR THE MONTH OF				_ 20 week of the following month)					
NAME :				STAFF NO :						
POSITION ;				BASIC SALARY						
				SALARY GRADE :						
HOME ADDRESS :				ar ar		*				
DESTINATION AND ESTIMATED TIME AND DATE		D DATE	TOTAL	HOTEL	FOOD	OTHER				
TYPE OF JOB		DATE & TIME		K/METER WORKING	/ LODGING ALLOWANCE	/ DAILY ALLOWANCE	(PLS ATTACH RECEIPT)			
(PLEASE ATTACH APPROVAL LETTER)	FROM	ТО	TIME	TO & FRO	=	ALLOWANCE				
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Workstation: Version no: Revision no: MSD 01 00 Effective Date: 14 June 2013

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	TRANSPO		TYPE OF TRANSPORT TRANSPORT REGISTRATION NO C.C.	TYPE OF TRANSPORT : TRANSPORT REGISTRATION NO : C.C. :					***************************************		

CENTS PER KILOMETER PER MONTH						
CLASS A	CLASS B	CLASS C	CLASS D	CLASS E		KM x RATE PER KM (RM)
70	60	50	45	40	RM	8
65	55	45	40	35	RM	e to e fill a
60	50	40	35	30	RM	
55	45	35	30	25	RM	
			TOTAL MILEAGE	CLAIM (4)	RM	
	65 60	CLASS A B 70 60 65 55 60 50	CLASS A CLASS B CLASS CLASS CLASS CLASS CLASS A 70 60 50 65 55 45 60 50 40	CLASS A CLASS B CLASS CLASS CLASS D 70 60 50 45 65 55 45 40 60 50 40 35 55 45 35 30	CLASS CLASS CLASS CLASS CLASS A B C D E 70 60 50 45 40 65 55 45 40 35 60 50 40 35 30	CLASS A CLASS B CLASS CLASS D CLASS D E 70 60 50 45 40 RM 65 55 45 40 35 RM 60 50 40 35 30 RM 55 45 35 30 25 RM

SIGNATURE OF REQUESTER DATE:	SIGNATURE OF HEAD OF UNIT DEPT. STAMP: DATE:	SIGNATURE HEAD OF DEPARTMENT DEPT. STAMP: DATE: '
I AFFIRM THAT THE ABOVE CLAIM IS TRUE	I CERTIFY THAT THE STAFF'S CLAIM IS CORRECT	I CERTIFY THAT THE STAFF'S CLAIM IS CORRECT
CLAIM PAYABLE	RM	
DEDUCT ADVANCE TAKEN (VOUCHER NO.:	- (RM)	
GRAND TOTAL (ITEM 1, 2, 3 & 4)	RM	
B NOT LESS C NOT LESS D (Motorcycle) LESS THAN	THAN RM 2,625.45 PER MONTH THAN RM 2,333.00 PER MONTH THAN RM 1,820.75 PER MONTH I RM 1,820.75 PER MONTH I RM 1,820.75 PER MONTH I RM 1,820.75 PER MONTH LESS THAN 1	c 000 cc IAN 175 cc
<u>CLASS</u> <u>BASIC</u>	TYPE OF CAF	RICC

*Pekeliling Perbendharaan Bil. 3 Tahun 2003 : Kadar dan syarat tuntutan elaun, kemudahan dan bayaran kepada Pegawai Perkhidmatan Awam kerana menjalankan tugas rasmi (tidak termasuk anggota tentera dan anggota polis.)