

Panduan mengisi Borang Tuntutan Perjalanan

*Kosongkan
(Diisi oleh Jabatan
Kewangan)

Rev
002
23



DHIR & PARTNERS SDN.BHD. (800511-H)

TRAVEL EXPENSES CLAIM FOR THE PERIOD FORM

Payment Voucher : _____

Nama, no.
pekerja,
jawatan dan
jabatan pemohon

Butiran permohonan
tuntutan
perjalanan

Name : Nor Aziera Binti Mashir Emp ID : JHR255 Position : Account Assistant Department : Finance

Date	Description of Expenses : Receipt No. & Destination	Analysis Columns (Please attached all receipts)										Mileage Reimbursement (RM0.80) Miles Traveled	Total RM	Remark (Explanations: Other Expenses)
		Petrol	Subsistence Allowance	Toll	Parking	Other								
		RM	RM	RM	RM	RM						KM	RM	
1 14/4/2023	(536641192) DNP Muar to DNP KL	50	00										50.00	Finance Training at DNP KL
2 14/4/2023	(536641192) Toll Tangkak to Toll Sungai Besi			15	83								15.83	
3 14/4/2023	(536641192) Parking at 3 Tower Car Park E28					6	80						6.80	
4 14/4/2023	(B230209010) Hotel Palm Inn							74	20				74.20	
5 14/4/2023	DNP KL to Hotel Palm Inn										2.1 km x Rm0.80		1.68	
6														
7														
8														
9														
10														

Ulasan
pembelian
(jika ada)

Claim by : _____

Verified by : _____
(Chief Operating Officer)

TOTAL AMOUNT CLAIMED
(-) ADVANCE CASH RECEIVED

/	RM	148.51
		-

Date : _____

Date : _____

(/) Balance due from company
(-) Balance due to company

/	RM	148.51
		-

Tandatangan
pemohon dan
tarikh permohonan
dibuat

Approved by : _____

(General Manager)

Date : _____

For Finance Department

Checked by : _____

Verified by : _____

Date Received : _____

Kelulusan dari
Ketua Pegawai
Operasi dan tarikh
kelulusan

Pengesahan dari
Pengurus Besar
dan tarikh
pengesahan

*Kosongkan
(Diisi oleh Jabatan
Kewangan)

Jumlah yang
dimohon mengikut
resit yang
dilampirkan



TRAVEL EXPENSES CLAIM FOR THE PERIOD FORM

Payment Voucher : _____

Name : Nor Aziera Binti MashirEmp ID : JHR255Position : Account AssistantDepartment : Finance

	Date	Description of Expenses : Receipt No. & Destination	Analysis Columns (Please attached all receipts)										Mileage Reimbursement (RM0.80)	Total RM	Remark (Explanations: Other Expenses)
			Petrol		Subsistence Allowance		Toll		Parking		Other		Miles Traveled		
			RM		RM		RM		RM		RM		KM		
1	14-04-23	(536641192) DNP Muar to DNP KL	50	00										50.00	Finance Training at DNP KL
2	14-04-23	(536641192) Toll Tangkak to Toll Sungai Besi					15	83						15.83	
3	14-04-23	(536641192) Parking at 3 Tower Car Park E28							6	80				6.80	
4	14-04-23	(B230209010) Hotel Palm Inn									74	20		74.20	
5	14-04-23	DNP KL to Hotel Palm Inn											2.1 km x Rm0.80	1.68	
6															
7															
8															
9															
10															

Claim by :

Verified by :

TOTAL AMOUNT CLAIMED

/	RM	148.51
		-

(-) ADVANCE CASH RECEIVED

Date : _____

(Chief Operating Officer)

Date : _____

(/) Balance due from company

/	RM	148.51
		-

(-) Balance due to company

Approved by :

(General Manager)

Date : _____

For Finance Department

Checked by : _____

Verified by : _____

Date Received : _____