Travel Category: Local Business TripName: Nazirul Mubin

Designation: Machine Programmer

Department: Software Innovation

Cost Center: 200

Project Name: RPA

Employee ID: UM0052

Contact Number: 12345

Immediate Supervisor: Sam Lian Chun Hee

Trip paid by customer: YES

Purpose of Travel: -

Travel From: Sophic Automation, Bukit Minyak

Travel To: Sophic Automation,Kuala Lumpur

Departure Date: 2024-03-25

Depart Time: 07:30

Return Date: 2024-03-29

Return Time: 19:30

Advance Amount: 0

ESTIMATION of TRAVEL EXPENSES

Per Diem (Local Business Trip) : RM140

Accommodation: RM120

Car Rental: RM250

Lunch with Customer: RM60

Dinner with Customer: RM60

Entertainment: RM120

Others: Petrol: RM100