

	<b>Standard Operating Procedures</b>  <b>GHCD</b>	DOC NO: 4.5.2	ISSUE: 2
		REVISION DATE: 1 December 2019	REV. NO: 1
<b>TITLE</b>	<b>Mileage Claim</b>	<b>PAGE: 1/1</b>	

1.0	Abbreviation								
	1.1	HOD	Head of Company/Division/Department						
	1.2	GHCD	Group Human Capital Division						
	1.3	ECF	Expenses Claim Form						
	1.4	MCF	Mileage Claim Form						
2.0	Mileage Claim								
	2.1	Staff who has to travel for official duty with own transport, may claim for mileage, parking & toll (with receipts).							
	2.2	ECF and MCF are to be approved by the HOD but it is to be verified by GHCD.							
	2.3	Staff travelling in group, with own transport, is only allowed to claim for ONE (1) person, i.e. 'the owner of the car'.							
	2.4	The passengers are not eligible for any claims and the mileage claim rate is as shown below:							
		<table><tr><th>Vehicle</th><th>Per KM</th></tr><tr><td>Car</td><td>RM0.70</td></tr><tr><td>Motorcycle</td><td>RM0.30</td></tr></table>		Vehicle	Per KM	Car	RM0.70	Motorcycle	RM0.30
	Vehicle	Per KM							
	Car	RM0.70							
Motorcycle	RM0.30								
2.5	The above is only applicable for staff who are not being provided with petrol allowance by the Company.								
2.6	Staff who has been provided with petrol allowance by the Company is only allowed to claim petrol expenses if the amount has exceeded the petrol limit but it has to be justified that the travel was for business purpose.								
2.7	The Company will not pay any fees/summons incurred in respect of a motoring offence committed whilst on Company business nor for any repairs to private vehicle as a consequence of any motoring accident.								
3.0	Appendices								
	No.	Title Form	Appendix						
	3.1	Expenses Claim Form	Appendix 1						
	3.2	Mileage Claim Form	Appendix 2						