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1.0

Abbreviation

1.1	CEO/COO/ED/CFO	Chief Executive Officer/Chief Operating Officer/Executive Director/Chief Financial Officer
1.2	GM	General Manager
1.3	GHCD	Group Human Capital Division
1.4	MACF	Meal and Accommodation Claim Form
1.5	HOD	Head of Company/Division/Department
1.6	ECF	Expenses Claim Form

2.0

Subsistence Allowance

2.1


Staff on Company duty or attending training sessions at a location which is at a minimum of **100 km (one way)** away from base office and with no meals provided, are allowed to claim meal/subsistence allowance as follows:

**Local**

Job Grade/Position	Meal/Subsistence Allowance Per Day (RM)
TM1 & TM2 CEO/COO/ED/CFO	Reasonable actual as per receipts
SM1 Senior GM	Reasonable actual as per receipts
SM2 - MM4 GM/Asst. GM/Manager	RM50.00 - Breakfast: RM10.00, Lunch: RM15.00, Dinner: RM25.00
MM5 & EX1 - EX5 Asst. Manager/Executive	RM40.00 - Breakfast: RM5.00, Lunch: RM15.00, Dinner: RM20.00
TL1 - TL6 NT1 - NT6 Non-Executive	RM30.00 - Breakfast: RM5.00, Lunch: RM10.00, Dinner: RM15.00

2.2

If the staff is staying in a hotel and breakfast is included in the package, the staff is therefore not entitled to claim the quantum of the breakfast rate.

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2.3 This will also apply to scenario whereby meal was provided (may be paid by someone travelling together or by training organizer at the event of the training), the portion of the meal should not be claimed by staff, since it has been paid by another staff/provided by the training provider.

2.4 To be entitled for breakfast claim, the claimant should be away from the base office or house (whichever is the nearest), latest by 7.00 am and to be entitled for dinner claim, the claimant should arrive at the office or house (whichever is the nearest) earliest by 7.00 pm.


2.5 Should staff be required to commence travel in the evening, staff must leave the office or house (whichever is the nearest) not later than 7.00 pm, so as to be entitled for dinner claim.

#### **Overseas**

2.6 For meal/subsistence allowance, staff are allowed to claim as follows:

<b>Job Grade/Position</b>	<b>Meal/Subsistence Allowance Per Day (USD)</b>
TM1 & TM2 CEO/COO/ED/CFO	USD65.00 - Breakfast: USD13.00, Lunch: USD19.00, Dinner: USD33.00
SM1 Senior GM	USD65.00 - Breakfast: USD13.00, Lunch: USD19.00, Dinner: USD33.00
SM2 - MM4 GM/Asst. GM/ Manager	USD55.00 - Breakfast: USD11.00, Lunch: USD16.00, Dinner: USD28.00
MM5 & EX1 - EX5 Asst. Manager/ Executive	USD38.00 - Breakfast: USD7.00, Lunch: USD11.00, Dinner: USD20.00
TL1 - TL6 NT1 - NT6 Non-Executive	USD25.00 - Breakfast: USD5.00, Lunch: USD7.00, Dinner: USD13.00

2.7 Staff will be reimbursed the meal/subsistence allowance via submitting the **MACF** and concurred by the HOD. Completed **ECF** together with the *Meal and Accommodation Claim Form* must be submitted to GHCD for verification and payment.

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<b>3.0</b>	<b>Appendices</b>		
	<b>No.</b>	<b>Title Form</b>	<b>Appendix</b>
	3.1	Meal and Accommodation Claim Form	Appendix 1
	3.2	Expenses Claim Form	Appendix 2