

	Standard Operating Procedures GHCD	DOC NO: 4.4.7	ISSUE: 2
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TITLE	Fleet Card	PAGE: 1/1	

1.0

Abbreviation

1.1	CEO/COO/ED	Chief Executive Officer/Chief Operating Officer/ Executive Director
1.2	GM	General Manager

2.0

Corporate Fleet Card Eligibility

2.1

Fleet cards with assigned limits shall be given to eligible staff to be utilised for travel.

2.2

Any extra petrol consumption needs to be justified and original petrol bills shall be approved by respective HOD.

2.3

Below is the limit of the Corporate Fleet Card:

Job Grade	Position	Limit	
		Category A (Operations Staff)	Category B (Office Staff)
TM1 & TM2	CEO/COO/ED	RM700.00	RM400.00
SM1	Senior GM	RM700.00	RM400.00
SM2 – SM3	GM	RM650.00	RM350.00
SM4 & MM1 – MM2	Assistant GM/Senior Manager	RM650.00	RM350.00
MM3 – MM4	Manager	RM500.00	RM250.00