

Participant :Gred:

Cash Advance:

Destination:

Date:

Purpose:

Time:

MEAL / SUBSISTENCE ALLOWANCE

MEAL	ALLOWANCE						
BREAKFAST							
LUNCH							
DINNER							
TOTAL		RM0.00					

ACCOMODATION / LODGING ALLOWANCE

ACCOMODATION / LODGING	ALLOWANCE				
WITH RECEIPT					
WITHOUT RECEIPT					
TOTAL		RM0.00			

STAFF CATEGORY	BREAKFAST		LUNCH		DINNER		TOTAL	
	WEST M'SIA	EAST M'SIA	WEST M'SIA	EAST M'SIA	WEST M'SIA	EAST M'SIA	WEST M'SIA	EAST M'SIA
S3-S4	RM20.00	RM30.00	RM30.00	RM40.00	RM40.00	RM50.00	RM90.00	RM120.00
S1-S2	RM15.00	RM20.00	RM30.00	RM35.00	RM35.00	RM45.00	RM80.00	RM100.00
M3-M4	RM10.00	RM15.00	RM20.00	RM25.00	RM30.00	RM40.00	RM60.00	RM80.00
M1-M2	RM10.00	RM15.00	RM15.00	RM20.00	RM25.00	RM30.00	RM50.00	RM65.00
E3-E4	RM10.00	RM12.00	RM15.00	RM18.00	RM20.00	RM25.00	RM45.00	RM55.00
E1-E2	RM10.00	RM12.00	RM12.00	RM16.00	RM18.00	RM22.00	RM40.00	RM50.00
NE3-NE4	RM7.00	RM10.00	RM9.00	RM12.00	RM13.00	RM17.00	RM29.00	RM39.00
NE1-NE2	RM5.00	RM9.00	RM9.00	RM11.00	RM13.00	RM17.00	RM27.00	RM37.00

STAFF CATEGORY	ACCOMODATION / LODGING			
	PENINSULAR MALAYSIA		EAST MALAYSIA	
	WITH RECEIPT	WITHOUT RECEIPT	WITH RECEIPT	WITHOUT RECEIPT
S3-S4	RM320.00	RM70.00	RM300.00	RM80.00
S1-S2	RM290.00	RM70.00	RM275.00	RM70.00
M3-M4	RM210.00	RM60.00	RM200.00	RM65.00
M1-M2	RM190.00	RM55.00	RM170.00	RM55.00
E3-E4	RM180.00	RM50.00	RM150.00	RM50.00
E1-E2	RM170.00	RM45.00	RM145.00	RM45.00
NE3-NE4	RM85.00	RM21.00	RM65.00	RM22.00
NE1-NE2	RM80.00	RM19.00	RM60.00	RM20.00

MEAL	DEPARTURE TIME FROM WORK BASE	ARRIVAL TIME
BREAKFAST	Before 8.00 am	After 8.00 am
LUNCH	Before 12.00 noon	After 2.00 pm
DINNER	Before 6.00 pm	After 6.00 pm