MAJLIS BANDARAYA PETALING JAYA

KENYATAAN TUNTUTAN PERBATUAN PERJALANAN UNTUK BULAN \_\_\_ 20 \_\_

MUSTAHAK: Tuntutan dalam 2 salinan hendaklah sampai ke Jabatan Perbendaharaan tidak lewat dari

10hb. bulan berikutnya.

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| **Nama** | **:** | **MOHD NOR ANUAR BIN IBRAHIM** | **Jabatan** | **:** | **PENGURUSAN** | |
| No. K/P | : | 940107015123 | Bahagian | : | TEKNOLOGI MAKLUMAT | |
| Jawatan | : | J0013 - PENOLONG PEGAWAI TEKNOLOGI MAKLUMAT | Kenderaan | : | Jenis | IHUH |
| Gred Gaji | : | 385 |  |  | Nombor | BJHB12 |
| Gaji Pokok | : | 2036 |  |  | Kuasa | 252 Cc |
| Alamat | : | NO 11 KAMPUNG GUDANG GARAM |  |  | Kelas | B |
|  |  |  | Maksima Tuntutan : | | | 300 Km |

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| Tarikh | Waktu | | Tempat / Tujuan | Jarak (KM) | Jumlah |
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| Bagi 500 Km pertama sebanyak |  | sen tiap-tiap 1Km x |  | = | RM |
| Bagi 150 Km selepas 500 Km |  | sen tiap-tiap 1Km x |  | = | RM |
| Bagi 150 Km selepas 650 Km |  | sen tiap-tiap 1Km x |  | = | RM |
| Bagi 150 Km selepas 800 Km |  | sen tiap-tiap 1Km x |  | = | RM |
| Bagi 150 Km selepas 950 Km |  | sen tiap-tiap 1Km x |  | = | RM |
| Bagi 150 Km selepas 1100 Km |  | sen tiap-tiap 1Km x |  | = | RM |
| Bagi 150 Km selepas 1250 Km |  | sen tiap-tiap 1Km x |  | = | RM |
| Bagi 150 Km selepas 1400 Km |  | sen tiap-tiap 1Km x |  | = | RM |
|  |  |  |  |  |  |
| Jumlah : |  |  | 400.00 | = | RM |
| Had maksima hitungan kilometer : |  |  |  | = | RM |

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|  | x elaun makan sebanyak RM | 88.00 |  | = | RM |
|  | x elaun harian sebanyak RM |  |  | = | RM |
|  | x elaun hotel sebanyak RM | 420.00 | (beresit) | = | RM |
| Bayaran perkhidmatan dan cukai perkhidmatan atas sewa hotel | | | |  |  |
|  | x elaun loging sebanyak RM | 30.00 |  | = | RM |

TUNTUTAN PELBAGAI

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| --- | --- | --- | --- |
| Tambang pengangkutan |  | = | RM |
| Cukai lapangan terbang (beresit) |  | = | RM |
| Bayaran telefon , faks dll. |  | = | RM |
| Belanja dobi |  | = | RM |
| Tips, gratuities, porterage ( 15% daripada elaun makan) |  | = | RM |
| Gantirugi tukaran matawang asing ( 3% daripada jumlah tuntutan) |  | = | RM |
|  |  |  |  |
| Jumlah |  | = | RM |
|  |  |  |  |
| Jumlah besar tuntutan |  | = | RM |
| Pendahuluan telah diberi (tunai / cek no. ………………..) |  | = | RM |
| Tolak : tuntutan sekarang |  | = | RM |
|  |  |  |  |
| Baki dituntut / baki dibayar balik |  | = | RM |
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| Catatan : |  |  |  |
| Sila isikan dalam lampiran jika ruangan tidak mencukupi. |  |  |  |

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| Saya mengakui bahawa : | |
|  | |
| 1. Perjalanan pada tarikh-tarikh tersenut adalah benar dan diatas urusan rasmi. | |
| 2. Tuntutan ini dibuat mengikut Pekeliling Perbendaharaan Bil. 2/92 dan Perintah Am Bab ‘B’. | |
| 3. Butir-butir dalam tuntutan saya ini adalah benar dan saya bertanggugjawab terhadapnya. | |
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| Tarikh : 08/10/2018 | ……………………………………………. |
|  | Tandatangan Pegawai |
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| Disahkan bahawa tuntutan diatas adalah kerana urusan rasmi dan disokong. | |
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| Tandatangan Ketua Bahagian : | ………………………………………………………………………………………………………………. |
| Nama Pegawai : | ………………………………………………………………………………………………………………. |
| Jawatan : | ………………………………………………………………………………………………………………. |
| Tarikh : | ……………………………………… |

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| Diluluskan / Tidak diluluskan. | |
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| Tandatangan Ketua Jabatan : | ………………………………………………………………………………………………………………. |
| Nama Pegawai : | ………………………………………………………………………………………………………………. |
| Jawatan : | ………………………………………………………………………………………………………………. |
| Tarikh : | ……………………………………… |

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| CATATAN | |
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| Bayaran akan dibuat berdasarakan had maksima dibenarkan kecuali kelulusan bertulis diberi oleh  Ketua Jabatan | |
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| Diperiksa : ……………………………………………… | Disemak : ……………………………………………… |
| (Kerani Perbelanjaan) | (Kerani Semakan) |
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| Tarikh : ……………………………. | Tarikh : ……………………………. |
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