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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Nama** | **:** | **«nama»** | **Jabatan** | **:** | **«jabatan»** | |
| No. K/P | : | «nokp» | Bahagian | : | «bahagian» | |
| Jawatan | : | «jawatan» | Kenderaan | : | Jenis | «jenis» |
| Gred Gaji | : | «gredgaji» |  |  | Nombor | «nombor» |
| Gaji Pokok | : | «gajipokok» |  |  | Kuasa | «kuasa» Cc |
| Alamat | : | «alamat» |  |  | Kelas | «kelas» |
|  |  |  | Maksima Tuntutan : | | | «maksima» Km |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tarikh | Waktu | | Tempat / Tujuan | Jarak (KM) | Jumlah |
| Bertolak | Sampai |
| «tarikh» | «tolak» | «sampai» | «tujuan» | «jarak» | «jumlah» |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Tarikh | Waktu | | Tempat / Tujuan | Jarak (KM) | Jumlah |
| Bertolak | Sampai |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 : |  |  | «jumkm» | = | RM |
| Had maksima hitungan kilometer : |  |  |  | = | RM |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | x elaun makan sebanyak RM | «jumlahm» |  | = | RM |
|  | x elaun harian sebanyak RM |  |  | = | RM |
|  | x elaun hotel sebanyak RM | «rmhotel» | (beresit) | = | RM |
| Bayaran perkhidmatan dan cukai perkhidmatan atas sewa hotel | | | |  |  |
|  | x elaun loging sebanyak RM | «rmloj» |  | = | RM |

TUNTUTAN PELBAGAI

|  |  |  |  |
| --- | --- | --- | --- |
| 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 «pendt» |
|  |  |  |  |
| Catatan : |  |  |  |
| Sila isikan dalam lampiran jika ruangan tidak mencukupi. |  |  |  |

|  |  |
| --- | --- |
| 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. | |
|  |  |
|  |  |
| Tarikh : «tarikhakui» | ……………………………………………. |
|  | Tandatangan Pegawai |
|  |  |

|  |  |
| --- | --- |
| Disahkan bahawa tuntutan diatas adalah kerana urusan rasmi dan disokong. | |
|  |  |
| Tandatangan Ketua Bahagian : | ………………………………………………………………………………………………………………. |
| Nama Pegawai : | ………………………………………………………………………………………………………………. |
| Jawatan : | ………………………………………………………………………………………………………………. |
| Tarikh : | ……………………………………… |

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

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