



NAME: MOHAMMAD SAHLI
MONTH: JULAI 2026

DAILY/TRAVELLING FORM
(TECHNICIAN KL/S'gor) Bike/Car

VEHICLE NUM : BJQ 6464/VGY 5618

PETROL CARD NUM :

CAR MODEL:NISSAN LATIO (MANUAL ☐ AUTO ☐

Attendance Allo RM 100			Mileage Allowance @ RM 20/Day									
Date	Morning Time In	Evening Time Out	Mileage Morning	Mileage Evening	Company Mileage	RM	Personal Mileage	Toll (RM)	Parking (RM)	Maintenance Charges	Doc/Toner Incentive RM 1/	Area
1			407665	407722	57			5.05				KLANG, PELABUHAN KLANG
2			407733	407779	46				6			SHAH ALAM
3			407790	407833	43			1.5	1.00			PUSAT BANDAR KLANG
4												
5												
6			407869	407958	89			15.3				KUALA LUMPUR, SELAYANG
7			407969	408012	43							SHAH ALAM
8			408023	408070	47							PETALING JAYA, SUBANG JAYA
9			408081	408127	46			1.6				KLANG
10			408138	408189	51			9.85				KOTA KEMUNING, SHAH ALAM
11												
12												
13	A/L											
14			408258	408301	43			5.05				SHAH ALAM
15			408312	408365	53							PETALING JAYA, KINRARA
16			408376	408471	95			10.5				KUALA LUMPUR, RAWANG
17			408482	408568	86			11.15				KUALA LUMPUR, BUKIT JELUTONG
18												
19												
20			408603	408644	41							SHAH ALAM
21			408655	408699	44				1.00			KLANG
22			408710	408752	42							PETALING JAYA
23			408763	408811	48							SUBANG JAYA, SHAH ALAM
24			408822	408898	76			8.13				DAMANSARA, KUALA LUMPUR
25												
26												
27			408934	408993	59							PELABUHAN KLANG
28			409004	409044	40							SHAH ALAM
29			409055	409139	84							SELAYANG, KUALA LUMPUR
30			409150	409193	43							SHAH ALAM
31			409204	409245	41			15.3				KLANG
TOTAL	RM	RM	TOTAL KM	1217				83.43	8.00	RM	RM	

PERSONAL VEHICLE

TOTAL (KM) TRAVELLED : _____

TOTAL (KM) COMPANY USAGE : _____

TOTAL (KM) PERSONAL USAGE : _____ (KM) X 0.20 = RM _____

MAINTENANCE CLAIM

Personal Car : _____ (TOTAL KM) X 0.07 = RM _____

Personal Use = RM _____

Maintenance Claim = RM _____

(COMP) ☐ (AFF) to pay back = RM _____

Attendance(M)RM

Toll/Parking RM

Doc/Toner RM

Company to RM

STAFF SIGNATURE

RM 610 / 3600 =16.9 Cent P.KM

Note : For personal usage please pay back RM 0.20/KM to company

Note : For personal car, company will pay back RM 0.07/KM for maintenance

