

Attendance Allow RM 100

Mileage Allowance @ RM 20/Day

CAR MODEL :

(MANUAL ☐ / AUTO ☒)

Date	Morning Time In	Evening Time Out	Mileage Morning	Mileage Evening	RM	Company Mileage	Personal Mileage	Petrol Amt (RM)	Toll/Parking (RM)	Maintenance Charges	Doc/Toner Incentive RM 1/	Area
1	800	600	370015	370103		88				98		Gfunt + Anzer + Gg bii + B. Pukan
2	800	6.15	370103	370208		105				105		Gfunt + Kuntant + Gg bii + S. Jaga
3	800	5.20	370208	370277		69				69		Gfunt + Anzer + Jukita + B. Uben
4												
5												
6	800	600	370277	370386		109		90¢		109		Gfunt + k. Befast + S. Jaga + Bergat
7	PH											
8	800	6.15	370386	370449		63				63		Gfunt + Kuntant + Anzer + Gg bii
9	800	5.40	370449	370540		91				91		Gfunt + P. Lepet + B. Pukan + Sg. Hm
10	800	600	370540	370617		77				77		Gfunt + Sg. Arat + B. Bernat + Gg bii
11												
12												
13	800	6.30	370617	370721		104				104		Gfunt + Anzer + B. Uben + B. Mungat
14	800	5.50	370721	370803		82				82		Gfunt + B. Lepet + Anzer + Kuntant
15	800	6.00	370803	370915		112		90¢		112		Gfunt + Gg bii + Kuntant + J. Uben
16	800	5.40	370915	370983		68				68		Gfunt + Kuntant + Sg. Arat + B. Uben
17	800	5.30	370983	371084		101				101		Gfunt + S. Jaga + B. Uben + B. Mungat
18												
19	800	1200	371084	371324		240				240		Kedah
20	800	5.40	371324	371397		73				73		Gfunt + B. Lepet + Gg bii + PDL
21	800	600	371397	371506		109		90¢		109		Gfunt + B. Lepet + P. Pukan + S. Jaga
22	800	5.30	371506	371568		62				62		Gfunt + Kuntant + Jukita + Anzer
23	800	6.15	371568	371647		79				79		Gfunt + Anzer + PDL + B. Pukan
24	800	5.40	371647	371742		95				95		Gfunt + Kuntant + B. Pukan + Sg. Arat
25												
26												
27	800	6.15	371750	371854		104				104		Gfunt + k. Befast + P. Pukan + J. Uben
28	800	5.40	371854	371912		58				58		Gfunt + Anzer + Kuntant
29	800	6.10	371912	371993		81				81		Gfunt + B. Pukan + Sg. Arat + Ti. Bunch
30	800	6.30	371993	372107		114		90¢		114		Gfunt + k. Befast + S. Jaga + B. Uben
31	800	5.40	372107	372213		106				106		Gfunt + B. Mungat + B. Pukan + S. Jaga
TOTAL	RM	RM	TOTAL KM:			2190		RM 360¢	RM	RM	RM	

PERSONAL VEHICLE

TOTAL (KM) TRAVELLED : 2198
TOTAL (KM) COMPANY USAGE : 2190
TOTAL (KM) PERSONAL USAGE : 8 (KM) X 0.20 = RM 1.60
MAINTENANCE CLAIM 2190 (TOTAL KM) X 0.07 = RM 153.30
Personal Car :
Personal Use = RM 1.60
Maintenance Claim = RM 151.70
(COMPANY ☒ / ☒ STAFF) to pay back = RM 151.70

Attendance(M) RM 200.00/
Toll/Parking RM
Doc/Toner RM

Company to pay RM

STAFF SIGNATURE

RM 610 / 3600 = 18.9 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