



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME MUHAMMAD RAMOHAN BIN BASRI
DEPARTMENT C.E

DATE 4 Aug 2026
BRANCH Central Region

SECTION A : KPI / INCENTIVE CLAIM

NO	KPI / INCENTIVE CLAIM DESCRIPTION	AMOUNT (RM)
TOTAL AMOUNT (RM)		

SECTION B : EXPENSES REIMBURSEMENT

DESCRIPTION		RINGI NO	AMOUNT (RM)
TOLL			
PARKING			
PETROL			
TELEPHONE CHARGES			40.00
TRAVELLING ALLOWANCE			509.10
BUSINESS TRIP ALLOWANCE			
HOTEL ACCOMMODATION & TRAVELLING EXPENSES			
ENTERTAINMENT EXPENSES			
OTHERS			
TOTAL AMOUNT (RM)			549.10

SECTION B(i) : PARTICULAR DETAILS OF EXPENSES

DATE	PARTICULAR / PURPOSES	RINGI NO	AMOUNT (RM)
TOTAL AMOUNT (RM)			549.10

SIGNED BY :

DATE :

4 Aug 2026

NOTES:

- 1) Submit claims monthly via the Skybiz system, no later than the 5th of each month. Claims submitted after the cut-off date will not be processed or carried forward to the following month.
- 2) Attach all relevant invoice that is related to the claim. Claims without supporting documents will be rejected.
- 3) Claims for previous KPIs, incentives, allowances, or past reimbursement expenses are not eligible to be carried forward and will not be processed.

For office use only;

Applicant Department
Approved by

Human Resource Department		
Checked by	Reviewed by	Final Approval



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD

DAILY MILEAGE FORM

NAME MUHAMMAD RAMADHAN BIN SASRI
MONTH JULY 26

TYPE OF VEHICLE
VEHICLE NO

CAR ☐ MOTOR ☒

Date	Morning Time In	Evening Time Out	Mileage Morning	Mileage Evening	Total Km Travelled	Company Mileage	Personal Mileage	Toll (RM)	Parking (RM)	Area
1	0800	1700	95316	95348	32					
2	0800	1700	95348	95403	55					
3	0800	1700	95403	95465	62					
4										
5										
6	0800	1700	95532	95577	45					
7	0800	1700	95580	95615	35					
8	0800	1700	95615	95665	50					
9	0800	1700	95665	95740	75					
10	0800	1700	95740	95764	24					
11										
12										
13	0800	1700	95835	95902	67					
14	0800	1700	95902	95949	47					
15	0800	1700	95952	96063	111					
16	0800	1700	96063	96107	44					
17	0800	1700	96107	96153	46					
18										
19										
20	0800	1700	96158	96242	84					
21	0800	1700	96242	96294	52					
22	0800	1700	96294	96382	88					
23	0800	1700	96382	96457	69					
24	0800	1700	96457	96503	45					
25	0800	1700	96503	96515	12					
26										
27										
28										
29	0800	1700	95206	95262	56					
30	0800	1700	95262	95316	54					
31										
TOTAL (KM)					1197					

SUMMARY OF MILEAGE

MILEAGE RATE (CAR)	TOTAL (KM)	TOTAL (RM)
RM 0.75 (1 - 500 km)		
RM 0.55 (501 - 1,000 km)		
RM 0.45 (> 1,000 km)		
GRAND TOTAL		

SUMMARY OF MILEAGE

MILEAGE RATE (MOTOR)	TOTAL (KM)	TOTAL (RM)
RM 0.50 (1 - 500 km)	500	250.00
RM 0.40 (501 - 1,000 km)	500	200.00
RM 0.30 (> 1,000 km)	197	59.10
GRAND TOTAL		509.10