



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME MULDER LENNON
DEPARTMENT KDMY

DATE 05.08.2026
BRANCH SAKAWAK

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
TRAVELLING ALLOWANCE	MILEAGE CLAIM		1043.30
BUSINESS TRIP ALLOWANCE			
HOTEL ACCOMMODATION & TRAVELLING EXPENSES			55.91
ENTERTAINMENT EXPENSES			
OTHERS			
TOTAL AMOUNT (RM)			1139.21

SECTION B(I) : PARTICULAR DETAILS OF EXPENSES

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

SIGNED BY: 

DATE: 05.08.2026

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



Nama Berdaftar <i>Registered Name</i>	MULDER ANAK LENNON
No Telefon <i>Mobile Number</i>	6017 9175007
No. Penyata <i>Statement Number</i>	60179175007-20260700000000
Tempoh Penyata <i>Statement Period</i>	01 Jul 26 - 31 Jul 26

Ringkasan Cukai Perkhidmatan <i>Service Tax Summary</i>		Amaun / Amount (RM)
Cukai Perkhidmatan <i>Service Tax</i>	0.0000	
Pelarasan Cukai Perkhidmatan <i>Service Tax Adjustment</i>	0.0000	
Jumlah Cukai Perkhidmatan <i>Total Service Tax</i>	0.0000	
Jumlah Nilai Perkhidmatan Yang Dikecualikan <i>Total value of Exempted Services</i>	95.0000	
Jumlah Cukai Dikecualikan <i>Total Tax Exempted</i>	2.8300	

Ringkasan / Summary		Amaun / Amount (RM)
Jumlah Kredit <i>Total Credits</i>	95.0000	
Tambah Nilai <i>Top Up</i>	95.0000	
Pelarasan & Rebat <i>Adjustment & Refund</i>	0.0000	
Lain-lain <i>Others</i>	0.0000	
Jumlah Caj <i>Total Charge</i>	93.5500	
Panggilan & Perkhidmatan Mesej <i>Calls & Messaging</i>	1.8000	
Pas Perkhidmatan & Tambahan <i>Service Passes & Add-Ons</i>	39.5000	
Perayaan Antarabangsa <i>International Roaming</i>	0.0000	
Pembelian & Langganan <i>Purchases & Subscriptions</i>	3.0000	
Caj-Caj Lain <i>Other Charges</i>	49.2500	

Transaksi / Transaction

Tarikh <i>Date</i>	Masa <i>Time</i>	Kepada <i>To</i>	No. Panggilan <i>Called Number</i>	Tempoh <i>Duration</i>	Caj <i>Charges</i>	Nama Produk <i>Product Name</i>	Amaun <i>Amount</i>	Cukai Servis <i>Svc. Tax</i>	Baki <i>Balances</i>
02-07-26	18:44:12			00:00:00	Top Up	MBB	10.0000	0.0000	11.6600
02-07-26	18:44:29			00:00:00	Top Up	MBB	5.0000	0.0000	16.6600
02-07-26	18:44:33			00:00:00	Others	ACS SOS Fee	1.7500	0.0000	7.9100
02-07-26	18:44:33			00:00:00	Others	SOS Credit Deduction	7.0000	0.0000	9.6600
02-07-26	18:45:25			00:00:00	Add-ons	12GB for 7 days	7.5000	0.0000	0.4100
03-07-26	09:08:15			00:00:00	Top Up		7.0000	0.0000	7.4100
03-07-26	09:08:38			00:00:00	Others	Credit Transfer - SATU	5.0000	0.0000	2.4100
03-07-26	09:08:39			00:00:00	Others	Credit Transfer - SATU Service	0.5000	0.0000	1.9100
04-07-26	10:57:08	Umbl	601114013404	00:00:00	Messaging		0.1500	0.0000	1.7600
04-07-26	10:57:10	Umbl	601114013404	00:00:00	Messaging		0.1500	0.0000	1.6100
04-07-26	10:57:27	Digi	60168601204	00:00:00	Messaging		0.1500	0.0000	1.4600
04-07-26	10:58:20	Maxis	601124335007	00:00:00	Messaging		0.1500	0.0000	1.3100
05-07-26	08:32:51	Umbl	601114013404	00:00:07	Calls		0.3000	0.0000	1.0100
06-07-26	08:50:47	Maxis	60169819646	00:00:04	Calls		0.3000	0.0000	0.7100
07-07-26	04:35:26	Maxis	601112402144	00:00:12	Calls		0.3000	0.0000	0.4100
08-07-26	17:45:49			00:00:00	Top Up	MBB	10.0000	0.0000	10.4100
08-07-26	17:46:08			00:00:00	Others	ACS SOS Fee	1.7500	0.0000	1.6600
08-07-26	17:46:08			00:00:00	Others	SOS Credit Deduction	7.0000	0.0000	3.4100
08-07-26	17:46:19			00:00:00	Top Up		7.0000	0.0000	8.6600