KYOCERA

KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME	MULDER LENNON	DATE	05.08.2026
DEPARTMENT	KDMY	BRANCH	SARAWAK

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

agoda

Address:
Agoda Company Pte, Ltd.
36 Robinson Road
City House #20-01
Singapore 068877

Booking No. 2032844254
Payment Date July 18, 2026

Receipt

Customer Name & Address	
Name	MULDER LENNON
Email Address	Melvinmulder55@gmail.com

Description		Amount
Hotel Name	Place2Stay@Sri Aman	
Period	July 16, 2026 - July 17, 2026 (1 night(s))	
Room Type	Double Standard Room	
# of Rms.	1	
# of Extra Beds	0	
Total Room Charges		USD 13.71
Total Extra Bed Charges		USD 0.00
	GRAND TOTAL	USD 13.71
	Total Charge	MYR 55.91 (USD 13.71)

Authorized Stamp & Signature

This receipt is automatically generated.