



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



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD

DAILY MILEAGE FORM

NAME MULDEK LENNONMONTH JULY

TYPE OF VEHICLE

VEHICLE NO

CAR ☒ MOTOR ☐QD 5007

Date	Morning Time In	Evening Time Out	Mileage Morning	Mileage Evening	Total KM Travelled	Company Mileage	Personal Mileage	Toll (RM)	Parking (RM)	Area
1	8.00	5.00	88587	88679	92					KUCHING
2	8.00	5.00	88618	88660	42					KUCHING
3	8.00	5.00	214810	214934	124					KUCHING
4										
5										
6	8.00	5.00	215452	215644	192					KUCHING
7	8.00	5.00	215663	215751	88					KUCHING
8	8.00	5.00	215777	215802	25					KUCHING
9	8.00	5.00	276570	276659	89					KUCHING
10	8.00	5.00	88417	88419	102					KUCHING
11										
12										
13	8.00	5.00	216041	216106	65					KUCHING
14	8.00	5.00	216112	216175	63					KUCHING
15	8.00	5.00	276700	276780	80					KUCHING
16	8.00	5.00	89338	89382	204					SRI AMAN
17	8.00	5.00	89586	89783	197					SERIAN
18										
19										
20	8.00	5.00	276803	277073	270					SERUTAU
21	8.00	5.00	216566	216675	109					SAMARAHAN
22										
23	8.00	5.00	277115	277212	97					SAMARAHAN
24										
25										
26										
27										
28										
29										
30										
31										
TOTAL (KM)					1874			RM	RM	

SUMMARY OF MILEAGE

MILEAGE RATE (CAR)	TOTAL (KM)	TOTAL (RM)
RM 0.75 (1 - 500 km)	500	375
RM 0.55 (501 - 1,000 km)	500	275
RM 0.45 (> 1,000 km)	874	393.30
GRAND TOTAL		RM 1043.30

SUMMARY OF MILEAGE

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