



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD

INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME

SASI A/L RAMACHANDRAN

DATE :

05/08/2026

DEPARTMENT

SERVICE SUPPORT

BRANCH

KUANTAN

SECTION A : KPI / INCENTIVE CLAIM

NO	KPI / INCENTIVE CLAIM DESCRIPTION	AMOUNT (RM)
1	SLA ACTIVITIES	
2	PM ACTIVITIES	
3	SMS ACTIVITIES	
TOTAL AMOUNT (RM)		RM0.00

SECTION B : EXPENSES REIMBURSEMENT

DESCRIPTION		RINGI NO	AMOUNT
TOLL			27.30
PARKING			38.00
PETROL			
TELEPHONE CHARGES			40.00
TRAVELLING ALLOWANCE			1,791.20
BUSINESS TRIP ALLOWANCE			
HOTEL ACCOMMODATION & TRAVELLING EXPENSES			
ENTERTAINMENT EXPENSES			
OTHERS	UNIFI BRODBAND		83.74
	MEDICAL		
	BIRTHDAY		
TOTAL AMOUNT (RM)			RM1,980.24

SECTION B(i) : PARTICULAR DETAILS OF EXPENSES

DATE	PARTICULAR / PURPOSES	RINGI NO	AMOUNT (RM)
TOTAL AMOUNT (RM)			RM0.00

SIGNED BY :

DATE : 5/8/26

NOTES:

- 1) Submit claims monthly via the Skubiz system, no later than the 5th of each month. Claims submitted after the cut off are 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.

For office use only:

Applicant Department

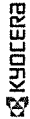
Approved by:

Human Resources Department

Checked by:

Reviewed by:

Final



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
DAILY MILEAGE FORM

NAME SASI A/L RAMACHANDRAN
MONTH JUN-24/06/2026-23/07/2026

TYPE OF VEHICLE
VEHICLE NO

CAR ☒ MOTOR ☐
JSW 7013

Date	Morning Time	Evening Time Out	Mileage Morning	Mileage Evening	Total KM Travelled	Company Mileage	Personal Mileage	Toll (RM)	Parking (RM)	Area
24	8.00am	5.00pm	138614	138738	124					BANK ISLAM MAHKOTA, GIAT MARA, MBB KIOSK MBB BRH KCCI
25	8.00am	5.00pm	138738	138914	176					JAB PERIKAMAN KEMAMAN, BANK ISLAM Chukai
26	8.00am	5.00pm	138914	139035	121					FELDA WILAYA MAHKOTA,
27					0					
28	SUN				0					
29	8.00am	5.00pm	139035	139121	86				3	BANK ISLAM MAHKOTA, BANK ISLAM MIN BRO
30	8.00am	5.00pm	139121	139272	151					BANK ISLAM CHUKAI, MBB BRH
31					0					
1	8.00am	5.00pm	139272	139456	184				20	MAYBANK BRH KEMAMAN, MBB KIOSK, MBB SC, BANK ISLAM
2	8.00am	5.00pm	118556	118850	294				6	MAYBANK BRH K, ROMPIN, MBB PEKAN PUSKON
3	8.00am	5.00pm	139456	139548	92					MAYBANK BRH KCCI, MBB SC, BANK ISLAM
4	8.00am	1.00PM			0					
5	SUN				0					
6	8.00am	5.00PM	139548	139729	181					MAYBANK BRH KEMMAN, BANK MBB SC, MBB C, MBB SNE MBB AFC
7	8.00am	5.00PM	139729	139856	127				3	BANK ISLAM MINIBRO CTC, BNAK ISLAM PPA, BIMBB MAHKOTA
8	8.00am	5.00PM	139856	139987	131					FELDA WILAYAH MAHKOTA, MBB AFC, MBB BRH BESRAH
9	8.00am	5.00PM	139987	140132	145					MAYBANK MOBILE BUS, MBB AQM PKT, RAQM, JPM ISC BANK ISLAM MAHKOTA CITY
10	8.00am	5.00PM	140132	140439	307					
11	8.00am	1.00PM			0					
12	SUN				0					
13	8.00am	5.00PM	140439	140695	256					MAYBANK BRH TAS GAMBANG, SPAN, MAYBANK BRH PEKAN
14	8.00am	5.00PM	140695	140816	121					MAYBANK BRH KCCI, MAYBANK AFC, MBB SC
15	8.00am	5.00PM	140816	140984	168					LHDN KEMAMAN, SPRM, VOLOU GEBANG
16	8.00am	5.00PM	140984	141091	107				3	BANK ISLAM REGION PKT, BANK ISLAM BRH, MBB AFC BESARH
17	8.00am	5.00PM	141091	141403	312			27.80		ETQJA 1, LOH MBB BR KCCI
18	8.00am	1.00PM			0					
19	SUN				0					
20	8.00am	5.00PM	141403	141489	86					MAYBANK BRH BESERAH, MBB SC, MAYBANK KIOSK
21	8.00am	5.00PM	141489	141615	126					BANK ISLAM MAHKOTA, PEJICU, MAYBANK BRH TAS
22	8.00am	5.00PM	141615	141729	114				3	MOTAR, MBB AFC, MBB SC, BANK ISLAM REGION PKT
23	8.00am	5.00PM	141729	141856	127					MAYBANK BRH TAS GAMBANG, PEDAL MAHOT
TOTAL (KM)					3536			RM27.80	RM38.00	

SUMMARY OF MILEAGE

MILEAGE RATE (CAR)	TOTAL (KM)	TOTAL (RM)
RM 0.75 (1 - 500 km)	500	375.00
RM 0.55 (501 - 1,000 km)	500	275.00
RM 0.45 (> 1,000 km)	2536	1,141.20
GRAND TOTAL		1,791.20

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		