



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME zamarul nabil bin zapri DATE 03.08.2026
DEPARTMENT FIELD TECHNICIAN AND IT SUPPORT BRANCH Johor

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			RM39.53
PARKING			
PETROL			RM1,853.30
TELEPHONE CHARGES			RM40
TRAVELLING ALLOWANCE			
BUSINESS TRIP ALLOWANCE			
HOTEL ACCOMMODATION & TRAVELLING EXPENSES			
ENTERTAINMENT EXPENSES			
OTHERS			
TOTAL AMOUNT (RM)			RM1,932.83

SECTION B(i) : PARTICULAR DETAILS OF EXPENSES

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

SIGNED BY : _____

DATE : _____

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 ZAMARUL NABIL BIN ZAPRI

MONTH June/July 2026

TYPE OF VEHICLE

VEHICLE NO

CAR ☒ MOTOR ☒
JRS 2088

Date	Morning Time In	Evening Time Out	Mileage Morning	Mileage Evening	Total KM Travelled	Company Mileage	Personal Mileage	Toll (RM)	Parking (RM)	Area
24	8AM	5PM	195916	196113	197					Mbb kulai
25	8AM	5PM	196120	196290	170					Mbb kelapa sawit
26	8AM	5PM	196290	196415	125					Bimb kluang
27	8AM	5PM								
28	8AM	5PM								
29	8AM	5PM	196930	197133	203					Bimb Kluang, mbb kelapa sawit
30	8AM	5PM	197133	197309	176					Mbb kelapa sawit, penjara spg renggam
31	8AM	5PM								
1	8AM	5PM	197309	197649	340			12.96		Mbb kelapa sawit, mbb kulai
2	8AM	5PM	197649	197727	78					Etiqa bp, pkmd bp
3	8AM	5PM	197727	197895	168			6.81		Mbb kelapa sawit
4										
5										
6	8AM	5PM	198416	198513	97					Mbb bukit pasir, pkmd bp,
7	8AM	5PM	198513	198752	239					Jkr pontian, mbb layang-layang, penjara spg renggam
8	8AM	5PM	198752	198961	209					Bimb Kluang, bimb bp, penjara spg renggam, mbb bndr tenggara
9	8AM	5PM	198968	199147	179					Mbb labis, mbb yongpeng, mbb paloh
10	8AM	5PM	199147	199287	140					Mbb pt raja, mbb rengit
11										
12										
13	8AM	5PM	199513	199662	149					Puspakom Kluang
14	8AM	5PM	199662	199873	211					Mbb pontian, jpn spg renggam, mbb spg renggam
15	8AM	5PM	199873	200081	208			11.48		Mbb bukit pasir, mbb kelapa sawit, puspakom kluang
16	8AM	5PM	200081	200282	201					Mbb pontian, penjara s.renggam, jkr pontian
17	8AM	5PM	200282	200354	72					Eon proton bp,bimb bp, mbb yongpeng
18										
19										
20	8AM	5PM	200397	200531	134					Mbb kluang
21										
22	8AM	5PM	200531	200909	233			8.28		Mbb kulai, bimb pontian
23	8AM	5PM	200764	200909	145					Puspakom bp, jpn Kluang, PKMD kluang
	TOTAL (KM)				3674km			RM39.53	RM	

SUMMARY OF MILEAGE

MILEAGE RATE (CAR)	TOTAL (KM)	TOTAL (RM)
RM 0.75 (1 - 500 km)	500KM	RM375
RM 0.55 (501 - 1,000 km)	500KM	RM275
RM 0.45 (> 1,000 km)	2674KM	RM1,203.30
GRAND TOTAL		RM1,853.30

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		

Customer Transactions Statement



Account Name : ZAMARUL NABIL BIN ZAPRI

eWallet ID : 198996405

Card Type : Generic

Serial No. : 1029989295

Status : ACTIVE

Generated Date & Time : 03 August 2026 17:35 PM

Transaction Period : 24 June 2026 - 23 July 2026

Offline Card Transactions

Trans No.	Entry Date and Time	Exit Date & Time	Posted Date	Tran Type	Entry Location	Entry SP	Exit Location	Exit SP	Reload Location	Trans Amount (RM)	Card Balance (RM)	Sector
63767		22/07/2026 10:02:26	22/07/2026	Fare Usage - Toll/Bus	PLUS - YONG PENG UTARA	04_PLUS	PLUS - KULAI	04_PLUS		8.28	2.10	TOLL
63768		22/07/2026 08:35:53	23/07/2026	OTA Reload	OTA-TNGD	TD_A01	OTA-TNGD	TD_A01	OTA-TNGD	10.00	10.38	RETAIL
63769		15/07/2026 11:47:26	15/07/2026	Fare Usage - Toll/Bus	PLUS - SEDENAK	04_PLUS	PLUS - AYER HITAM	04_PLUS		4.67	0.38	TOLL
63770		15/07/2026 09:22:26	15/07/2026	Fare Usage - Toll/Bus	PLUS - YONG PENG UTARA	04_PLUS	PLUS - SEDENAK	04_PLUS		6.81	5.05	TOLL
63771		05/07/2026 17:26:39	05/07/2026	Fare Usage - Toll/Bus	PLUS - BANGI	04_PLUS	PLUS - YONG PENG UTARA	04_PLUS		22.22	11.86	TOLL
63772		05/07/2026 13:04:13	05/07/2026	Fare Usage - Toll/Bus	PLUS - YONG PENG UTARA	04_PLUS	PLUS - BANGI	04_PLUS		22.22	34.08	TOLL
63773		05/07/2026 09:44:17	06/07/2026	OTA Reload	OTA-TNGD	TD_A01	OTA-TNGD	TD_A01	OTA-TNGD	50.00	56.30	RETAIL
63774		03/07/2026 08:52:39	03/07/2026	Fare Usage - Toll/Bus	PLUS - YONG PENG UTARA	04_PLUS	PLUS - SEDENAK	04_PLUS		6.81	6.30	TOLL
63775		03/07/2026 07:46:57	06/07/2026	OTA Reload	OTA-TNGD	TD_A01	OTA-TNGD	TD_A01	OTA-TNGD	10.00	13.11	RETAIL
63776		01/07/2026 16:50:23	02/07/2026	Fare Usage - Toll/Bus	PLUS - KULAI	04_PLUS	PLUS - AYER HITAM	04_PLUS		6.15	3.11	TOLL
63777		01/07/2026 12:15:25	01/07/2026	Fare Usage - Toll/Bus	PLUS - YONG PENG UTARA	04_PLUS	PLUS - SEDENAK	04_PLUS		6.81	9.26	TOLL
63778		01/07/2026 11:12:21	02/07/2026	OTA Reload	OTA-TNGD	TD_A01	OTA-TNGD	TD_A01	OTA-TNGD	10.00	16.07	RETAIL
63779		27/06/2026 16:25:06	27/06/2026	Fare Usage - Toll/Bus	PLUS - BANGI	04_PLUS	PLUS - YONG PENG UTARA	04_PLUS		22.22	6.07	TOLL
63780		27/06/2026 12:07:11	27/06/2026	Fare Usage - Toll/Bus	PLUS - YONG PENG UTARA	04_PLUS	PLUS - BANGI	04_PLUS		22.22	28.29	TOLL
63781		27/06/2026 09:03:13	29/06/2026	OTA Reload	OTA-TNGD	TD_A01	OTA-TNGD	TD_A01	OTA-TNGD	50.00	50.51	RETAIL



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