



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME

M. Anwar M. Jamal

DATE

04/08/2022

DEPARTMENT

CE

BRANCH

CE - Sel - Cheras

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			RM 40
TRAVELLING ALLOWANCE			RM 390.8
BUSINESS TRIP ALLOWANCE			
HOTEL ACCOMMODATION & TRAVELLING EXPENSES			
ENTERTAINMENT EXPENSES			
OTHERS			
TOTAL AMOUNT (RM)			430.8

SECTION B(i) : PARTICULAR DETAILS OF EXPENSES

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

SIGNED BY :

DATE :

04/08/2022

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
MONTH

M. Anwar P. Javed

TYPE OF VEHICLE
VEHICLE NO

CAR ☐ MOTOR ☒

Amly Gna

Date	Morning Time In	Evening Time Out	Mileage Morning	Mileage Evening	Total KM Travelled	Company Mileage	Personal Mileage	Toll (RM)	Parking (RM)	Area
1										
2										
3										
4										
5										
6	08:00	12:00	68120	68290	60					
7	08:00	12:00	95552	95690	38					
8	08:00	12:00	95590	95638	48					
9	08:00	12:00	95638	95686	48					
10	08:00	12:00	95686	95743	52					
11										
12										
13	08:00	12:00	95789	95837	52					
14	08:00	12:00	95837	95888	51					
15	08:00	12:00	95888	95914	26					
16	08:00	12:00	95914	95998	84					
17	08:00	12:00	96005	96089	84					
18										
19										
20	08:00	12:00	96097	96141	44					
21	08:00	12:00	96141	96182	41					
22	08:00	12:00	96184	96321	137					
23	08:00	12:00	96231	96287	56					
24	08:00	12:00	20466	20902	36					
25										
26										
27										
28										
29										
30										
31										
TOTAL (KM)					852			RM	RM	

SUMMARY OF MILEAGE

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

SUMMARY OF MILEAGE

MILEAGE RATE (MOTOR)	TOTAL (KM)	TOTAL (RM)
RM 0.50 (1 - 500 km)	500	250
RM 0.40 (501 - 1,000 km)	352	140.8
RM 0.30 (> 1,000 km)		
GRAND TOTAL		390.8