



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME ANIS ASRAF BIN MOHD ITHNIN DATE 05/08/2026
DEPARTMENT CUSTOMER ENGINEER BRANCH PAHANG

SECTION A : KPI / INCENTIVE CLAIM

NO	KPI / INCENTIVE CLAIM DESCRIPTION	AMOUNT (RM)
1	SLA ACTIVITIES	RM 200
2	PM ACTIVITIES	RM 150
3	SMS UPDATES	RM 60
TOTAL AMOUNT (RM)		RM 410.00

SECTION B : EXPENSES REIMBURSEMENT

DESCRIPTION		RINGI NO	AMOUNT (RM)
TOLL			RM
PARKING			RM
PETROL			
TELEPHONE CHARGES			RM 40.00
TRAVELLING ALLOWANCE			RM 830.00
BUSINESS TRIP ALLOWANCE			RM
HOTEL ACCOMMODATION & TRAVELLING EXPENSES			RM
ENTERTAINMENT EXPENSES			
OTHERS			
TOTAL AMOUNT (RM)			RM 870.00

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 ANIS ASRAF BIN MOHD ITHNIN
MONTH JUNE-JULY 2026

TYPE OF VEHICLE
VEHICLE NO

CAR ☒ MOTOR ☐
CEF5054

JULY

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 a.m	5.00 p.m	114311	114411	100					JENGKA- BIMB JENGKA, MBB BDR PUSAT JENGKA
2	8.00 a.m	5.00 p.m	114411	114519	108					JENGKA- UITM JENGKA
3	8.00 a.m	5.00 p.m	114519	114532	13					JERANTUT-BIMB
4										
5										
6	8.00 a.m	5.00 p.m	114622	114633	11					JERANTUT- MBB BR JERANTUT
7	8.00 a.m	5.00 p.m	114645	114968	323					RAUB- MBB BR RAUB, BIMB RAUB, PUSPAKOM
8	8.00 a.m	5.00 p.m	115018	115168	150					JERANTUT-KUALA LIPIS- MBB BR LIPIS
9	8.00 a.m	5.00 p.m	115174	115259	85					JENGKA- FELDA, KLINIK PERGIGIAN
10	8.00 a.m	5.00 p.m	115259	115335	76					JENGKA- FELDA
11										
12										
13										
14	8.00 a.m	5.00 p.m	115339	115647	308					RAUB- PUSPAKOM
15										
16										
17										
18										
19										
20										
21										
22	8.00 a.m	5.00 p.m	115702	115778	76					JENGKA-FELDA
23	8.00 a.m	5.00 p.m	115778	115928	150					TEMERLOH- MIRACLE LAND
24										
25										
26										
27										
28										
29										
30										
31										
TOTAL (KM)					1400			RM	RM	

SUMMARY OF MILEAGE

MILEAGE RATE (CAR)	TOTAL (KM)	TOTAL (RM)
RM 0.75 (1 - 500 km)	500	RM375.00
RM 0.55 (501 - 1,000 km)	500	RM275.00
RM 0.45 (> 1,000 km)	400	RM180.00
GRAND TOTAL	1400	RM 830.00

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		

PLEASE INSERT YOUR SERVICE AREA
FOR THAT PARTICULAR DAY