



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME KHAIRUL SAFWAN BIN A . BAKAR
DEPARTMENT CE

DATE 31/07/2026
BRANCH TERENGGANU

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			11.12
PARKING			
PETROL			
TELEPHONE CHARGES			40.00
TRAVELLING ALLOWANCE			1003.25
BUSINESS TRIP ALLOWANCE			
HOTEL ACCOMMODATION & TRAVELLING EXPENSES			
ENTERTAINMENT EXPENSES			
OTHERS			
TOTAL AMOUNT (RM)			1054.37

SECTION B(i) : PARTICULAR DETAILS OF EXPENSES

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

SIGNED BY : 

DATE : 31/07/2026

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

TRANSACTION HISTORY

RM 11.12



Registered Name	KHAIRUL SAFWAN BIN A . BAKAR
Account No.	154719415
Generated Date & Time	29/07/2026, 01:12 PM
Transaction Period	24/06/2026 - 23/07/2026

Card Type	Card Serial No.	Card Status	Name	Vehicle No.	Vehicle Class	No. of Reload	Reload Amount (RM)	No. of Usage	Usage Amount (RM)	Other Charges (RM)	Card Balance (RM)
GENERIC CARD 3.0	2237488943	ACTIVE	-	-	-	1	10.00	8	11.12	0.00	6.51

Trans. No.	Entry Date & Time	Exit Date & Time	Posted Date	Trans. Type	Sector	Entry Location	Entry SP	Exit Location	Exit SP	Reload Location	Trans. Amount (RM)	Balance (RM)	Class	Tag No.
63787		Jul 20, 2026, 12:21:34 PM	Jul 20, 2026, 12:00:00 AM	Usage	TOLL	PLAZA KUALA TERENGANU	49_EAST COAST EXPRESSWAY 2	PLAZA TELEMONG	49_EAST COAST EXPRESSWAY 2		1.39 /	8.51	01	00000000
63788		Jul 20, 2026, 7:03:04 AM	Jul 20, 2026, 12:00:00 AM	Usage	TOLL	PLAZA TELEMONG	49_EAST COAST EXPRESSWAY 2	PLAZA KUALA TERENGANU	49_EAST COAST EXPRESSWAY 2		1.39 /	9.90	01	00000000
63789		Jul 19, 2026, 8:55:01 PM	Jul 20, 2026, 12:00:00 AM	Reload	INTERNET RELOAD	OTA-TNGD	TD_TNG DIGITAL (M) SDN BHD	OTA-TNGD	TD_TNG DIGITAL (M) SDN BHD	OTA-TNGD	10.00	11.29	00	00000000
63790		Jul 12, 2026, 11:10:34 AM	Jul 13, 2026, 12:00:00 AM	Usage	TOLL	PLAZA KUALA TERENGANU	49_EAST COAST EXPRESSWAY 2	PLAZA TELEMONG	49_EAST COAST EXPRESSWAY 2		1.39 /	1.29	01	00000000
63791		Jul 12, 2026, 7:10:01 AM	Jul 13, 2026, 12:00:00 AM	Usage	TOLL	PLAZA TELEMONG	49_EAST COAST EXPRESSWAY 2	PLAZA KUALA TERENGANU	49_EAST COAST EXPRESSWAY 2		1.39 /	2.68	01	00000000
63792		Jul 9, 2026, 12:24:29 PM	Jul 9, 2026, 12:00:00 AM	Usage	TOLL	PLAZA KUALA TERENGANU	49_EAST COAST EXPRESSWAY 2	PLAZA TELEMONG	49_EAST COAST EXPRESSWAY 2		1.39 /	4.07	01	00000000
63793		Jul 9, 2026, 7:07:17 AM	Jul 9, 2026, 12:00:00 AM	Usage	TOLL	PLAZA TELEMONG	49_EAST COAST EXPRESSWAY 2	PLAZA KUALA TERENGANU	49_EAST COAST EXPRESSWAY 2		1.39 /	5.46	01	00000000
63794		Jul 5, 2026, 12:48:31 PM	Jul 5, 2026, 12:00:00 AM	Usage	TOLL	PLAZA KUALA TERENGANU	49_EAST COAST EXPRESSWAY 2	PLAZA TELEMONG	49_EAST COAST EXPRESSWAY 2		1.39 /	6.85	01	00000000
63795		Jul 5, 2026, 7:09:21 AM	Jul 5, 2026, 12:00:00 AM	Usage	TOLL	PLAZA TELEMONG	49_EAST COAST EXPRESSWAY 2	PLAZA KUALA TERENGANU	49_EAST COAST EXPRESSWAY 2		1.39 /	8.24	01	00000000