



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



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD

DAILY MILEAGE FORM

NAME KHAIRUL SAFWAN BIN A. BAKAR
MONTH (24/06/2026 - 23/07/2026)TYPE OF VEHICLE
VEHICLE NOCAR ☒ MOTOR ☐
TBS 5664

Date	Morning Time In	Evening Time Out	Mileage Morning	Mileage Evening	Total KM Travelled	Company Mileage	Personal Mileage	Toll (RM)	Parking (RM)	Area
1	06.32	17.03	275384	275439	55	55				KUALA TERENGGANU
2	07.02	17.01	275450	275503	53	53				KUALA TERENGGANU
3										FRIDAY / WEEKEND
4										SATURDAY / WEEKEND
5	06.27	18.26	275536	275790	254	254		2.78		BESUT
6	06.46	17.05	275799	275860	61	61				KUALA TERENGGANU
7	06.44	18.34	275860	275881	21	21				KUALA TERENGGANU
8	06.44	17.14	275881	275929	48	48				KUALA TERENGGANU
9	06.23	17.17	275929	276229	300	300		2.78		BESUT
10										FRIDAY / WEEKEND
11										SATURDAY / WEEKEND
12	06.26	18.17	276285	276561	276	276		2.78		BESUT
13	06.43	18.02	276561	276619	58	58				KUALA TERENGGANU
14	06.43	18.11	276619	276707	88	88				KUALA TERENGGANU - KUALA NERUS
15	06.33	17.03	276707	276751	44	44				KUALA TERENGGANU
16	06.43	17.05	276751	276821	70	70				KUALA TERENGGANU - MARANG
17										FRIDAY / WEEKEND
18										SATURDAY / WEEKEND
19	06.58	17.02	276871	276924	53	53				MARANG - KUALA TERENGGANU
20	06.21	18.50	276926	277216	290	290		2.78		BESUT
21	06.56	17.52	277227	277285	58	58				HULU TERENGGANU
22	06.42	17.36	277290	277346	56	56				KUALA TERENGGANU
23										STANDBY
24										STANDBY
25										STANDBY
26										FRIDAY / WEEKEND
27										SATURDAY / WEEKEND
28										STANDBY
29										STANDBY
30										STANDBY
31										
TOTAL (KM)					1785	1785		RM 11.12	RM	

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)	785	353.25
GRAND TOTAL	1785	1003.25

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		