



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME	MOHAMAD NARAZMI	DATE	03.08.2026
DEPARTMENT	CE	BRANCH	MELAKA

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			3.00
PETROL			
TELEPHONE CHARGES			40.00
TRAVELLING ALLOWANCE			1272.35
BUSINESS TRIP ALLOWANCE			
HOTEL ACCOMMODATION & TRAVELLING EXPENSES			
ENTERTAINMENT EXPENSES			
OTHERS			
TOTAL AMOUNT (RM)			1315.35

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 M O H A M A D N A R A Z M I _____

TYPE OF VEHICLE

CAR ☒ MOTOR ☐

MONTH JULY _____

VEHICLE NO

JMR3322 _____

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	5.00	195193	195221	28					
2	8.00	5.00	195221	195244	23					
3	8.00	5.00	195244	195285	41					
4										
5										
6	8.00	5.00	195285	195332	47					
7	8.00	5.00	195332	195498	166				1.00	
8	8.00	5.00	195498	195525	27					
9	8.00	5.00	195525	195552	27					
10	8.00	5.00	195552	195698	146					
11										
12										
13	8.00	5.00	195698	195851	153					
14	8.00	5.00	195851	196081	230					
15	8.00	5.00	196081	196279	198					
16	8.00	5.00	233451	233602	151					
17										
18										
19										
20	8.00	5.00	233621	233840	219					
21	8.00	5.00	233840	234076	236				2.00	
22	8.00	5.00	234076	234258	182					
23	8.00	5.00	234258	234419	161					
24										
25/6	8.00	5.00	195193	195387	194					
26										
27										
28										
29/6	8.00	5.00	233190	233344	154					
30										
31										
	TOTAL (KM)				2383			RM	RM3.00	

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)	1383	622.35
GRAND TOTAL	2383	1272.35

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		

PARKIR

0 7 JUL 2026



No. Siri : **TTT 49616**

Tarikh :

RM 1.00

**TIKET LETAK KERETA:
DI KOMPLEKS PERNIAGAAN AL-AZIM MELAKA**

7:24

43m

.....

97



Share Receipt



Maybank

Scan and Pay

Successful

Reference ID

085242090Q

21 Jul 2026, 11:49 AM

Recipient Name

LEGASI CINTA ENTERPRISE

Recipient Account Number

554044552438

Amount

RM 2.00

Note: This receipt is computer generated and no signature is required.

Malayan Banking Berhad (Co. Reg. : 196001000142)

Maybank Islamic Berhad (Co. Reg. : 200701029411)