

KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
DAILY MILEAGE FORM

NAME Uten Sharon
MONTH July 2021

TYPE OF VEHICLE
VEHICLE NO

CAR ☒ MOTOR ☐
SSW 1260

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	269786	269882	96				8:00	Sh, Kelapo Sarut
2	8:00	5:00	269882	269930	48				8:00	Sh, Studei
3	8:00	5:00	269930	270007	77				8:00	Sh, Studei
4	8:00	5:00							8:00	Sh, Studei
5										
6	8:00	5:00	270007	270102	95				11:06	Sh, Studei, Tampoi
7	8:00	5:00	270102	270158	56				8:00	Sh, Studei, Tampoi
8	8:00	5:00	270158	270214	56				8:00	Sh, Studei, Tampoi
9	8:00	5:00	270214	270297	83				10:00	Sh, Studei, Tampoi
10										
11										
12	8:00	5:00								
13										
14	8:00	5:00	270403	270480	77				8:00	Sh, Studei, Tampoi
15	8:00	5:00	270480	270552	72				6:00	Sh, Studei
16	8:00	5:00	270552	270629	77				10:00	Sh, Studei, Tampoi
17	8:00	5:00	270629	270692	63					Sh, Tampoi
18										
19										
20	8:00	5:00	270692	270767	75			1.88	11:50	Sh, Studei
21										
22	8:00	5:00	270767	270828	61			RM 35.07	11:50	Sh, k. L
23	8:00	5:00	61901	62240	339			RM 35.07	11:50	Sh, k. L
24	8:00	5:00	269316	269408	92				6:00	Sh, Studei, Kelapo Sarut
25	8:00	5:00	269408	269503	95				8:00	Sh, Studei, Tampoi
26	8:00	5:00	269503	269595	92				2:00	Sh
27										
28										
29	8:00	5:00	269595	269652	57					Sh, Studei
30	8:00	5:00	269652	269786	134					Sh, Kelapo Sarut
31										
TOTAL (KM)					1664			RM 37.55	RM 185.09	

SUMMARY OF MILEAGE

MILEAGE RATE (CAR)	TOTAL (KM)	TOTAL (RM)
RM 0.75 (1 - 500 km)	500	375
RM 0.55 (501 - 1,000 km)	500	275
RM 0.45 (> 1,000 km)	664	298.80
GRAND TOTAL		948.80

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		