



NAME _____

ASRUL AMIRUDIN

DATE _____

04.07.2026

DEPARTMENT

CE

BRANCH

TAWAN SABAH

NO	KPI / INCENTIVE CLAIM DESCRIPTION	AMOUNT (RM)
TOTAL AMOUNT (RM)		

DESCRIPTION		RINGI NO	AMOUNT (RM)
TOLL			
PARKING			
PETROL			
TELEPHONE CHARGES			
TRAVELLING ALLOWANCE			
BUSINESS TRIP ALLOWANCE			
HOTEL ACCOMMODATION & TRAVELLING EXPENSES			
ENTERTAINMENT EXPENSES			
OTHERS	BIRTHDAY		50
TOTAL AMOUNT (RM)			50

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

SIGNED BY :

DATE : _____

- 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.

Applicant Department
Approved by

Checked by	Reviewed by	Final Approval