



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME ASRUL AMIRUDIN
DEPARTMENT CE

DATE 04.08.2026
BRANCH MAJLIS SABAH

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		
PETROL		
TELEPHONE CHARGES		
TRAVELLING ALLOWANCE		
BUSINESS TRIP ALLOWANCE		
HOTEL ACCOMMODATION & TRAVELLING EXPENSES	17/7/26 ROOM CHARGES	128
ENTERTAINMENT EXPENSES		
OTHERS		
TOTAL AMOUNT (RM)		128

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

Tax Invoice

Folio No./Res No. : FOL5162/RES4873 Invoice No : INV4575 Date : 17/07/2026 08:24:30 AM
Guest Name : Mr. ASRUL BIN AMIRUDIN
Company Name : Tax Id :
Travel Agent : Business Source : Walk-in

Nationality Malaysia	No Of Pax 2	Adult / Child 2 / 0	G.R. Card No REG4655	Room No SUPERIOR ROOM - 207
Date of Arrival 16/07/2026	Date of Departure 17/07/2026	Tariff 118.52		
Time Of Arrival 04:40:29 PM	Time of Departure 08:24:20 AM	Rate Type BB		

Date	Ref.No.	Particular	Charges (RM)	Payment (RM)	Balance (RM)
16/07/2026		Room Charges	118.52	0.00	118.52
16/07/2026		SST 8%	9.48	0.00	128.00
16/07/2026	REC12595	Cash (NEW RATE 2026)	0.00	-128.00	0.00
16/07/2026	REC12596	Cash (DEPOSIT)	0.00	-50.00	-50.00
		Day Total (RM)			-50.00
17/07/2026	REC12626	Cash (REFUND DEPOSIT)	0.00	50.00	0.00
		Day Total (RM)			50.00

Grand Total 128.00 -128.00

This Folio is in : RM	One hundred and twenty-eight	Total Paid	128.00
		Balance (RM)	0.00

Bill To : Mr. ASRUL BIN AMIRUDIN
Bill to Reg No. : SAB 8013 H/ST7769W
Address : TB 5554 LORONG A1 TAMAN RIA 6 JALAN UTARA, TAWAU - 91000, Sabah

(Guest Signature)

For M/S GRACE HOTEL SDN BHD

Authorised Signature

Thank you for your stay with us. Please visit us again.

NOTICE TO GUEST: This is a privately owned property. Management reserves the right to refuse service. Management is not responsible for accidents, injuries, or the loss of money, valuables, or personal belongings. Guests are responsible for all room charges, including any damages or missing items. By paying with a credit card, guests authorize management to charge the card for these costs. Rooms are for guest accommodation only..

I agree to follow all the rules and conditions stated above.

