



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME ASRUL AMIRUDIN
DEPARTMENT CE

DATE 04.08.2026
BRANCH MAJLIS SARAWAK

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	1538 KM	875
BUSINESS TRIP ALLOWANCE		
HOTEL ACCOMMODATION & TRAVELLING EXPENSES		
ENTERTAINMENT EXPENSES		
OTHERS		
TOTAL AMOUNT (RM)		875

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 ASRUC AMIRUDIN
MONTH JULY 2022TYPE OF VEHICLE
VEHICLE NOCAR ☒ MOTOR ☐
SMF80134

Date	Morning Time In	Evening Time Out	Mileage Morning	Mileage Evening	Total KM Travelled	Company Mileage	Personal Mileage	Toll (RM)	Parking (RM)	Area
1	8am	5pm	163509	163542	33	33				
2	8am	5pm	163558	163593	35	35				
3	8am	5pm	163606	163785	179	179				
4										
5	8am	5pm	210857	210886	29	29				
6	8am	5pm	210896	210960	64	64				
7	8am	5pm	210960	210997	37	37				
8	8am	5pm	211000	211027	27	27				
9	8am	5pm	211027	211261	234	234				
10										
11										
12	8am	5pm	211341	211429	88	88				
13	8am	5pm	211429	211952	523	523				
14	8am	5pm	211966	211996	30	30				
15	8am	5pm	211502	211677	175	175				
16	8am	5pm	211677	212050	373	373				
17										
18										
19										
20	8am	5pm	212190	212396	206	206				
21	8am	5pm	212411	212496	85	85				
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
TOTAL (KM)					1538	1538				

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)	509	275
RM 0.45 (> 1,000 km)	538	225
GRAND TOTAL	1538	875

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		