



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME SUBRAMANIAM A/L MANOHARAN DATE : 24/06/2026 TO 23/07/2026
DEPARTMENT SERVICE SUPPORT BRANCH PENANG

SECTION A : KPI / INCENTIVE CLAIM

NO	KPI / INCENTIVE CLAIM DESCRIPTION	AMOUNT (RM)
1	SLA ACTIVITIES	
2	PM ACTIVITIES	
3	SMS ACTIVITIES	
TOTAL AMOUNT (RM)		RM0.00

SECTION B : EXPENSES REIMBURSEMENT

DESCRIPTION		RINGI NO	AMOUNT (RM)
TOLL			126.60
PARKING			46.60
PETROL			
TELEPHONE CHARGES			40.00
TRAVELLING ALLOWANCE			1,579.70
BUSINESS TRIP ALLOWANCE			
HOTEL ACCOMMODATION & TRAVELLING EXPENSES			
ENTERTAINMENT EXPENSES			
OTHERS	UNIFI BRODBAND		
	MEDICAL		
	BIRTHDAY		
TOTAL AMOUNT (RM)			RM1,792.90

SECTION B(i) : PARTICULAR DETAILS OF EXPENSES

DATE	PARTICULAR / PURPOSES	RINGI NO	AMOUNT (RM)
21.07.2026	CIF CRM CLR LMN		6.9
TOTAL AMOUNT (RM)			RM6.90

SIGNED BY :

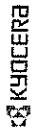
NOTES:

- 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 Resources Department		
Checked by	Reviewed by	Final



KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
DAILY MILEAGE FORM

NAME SUBRAMANIAM A/L MANOHARAN
MONTH JULY 2026

TYPE OF VEHICLE
VEHICLE NO

CAR ☐ MOTOR ☐
POC 9747

Date	Morning Time	Evening Time Out	Mileage Morning	Mileage Evening	Total KM Travelled	Company Mileage	Personal Mileage	Toll (RM)	Parking (RM)	Area
1	8.00AM	5.00PM	143922	144056	134	134			4.60	BUTTERWORTH
2	8.00AM	5.00PM	144056	144159	103	103			3	BUTTERWORTH / PRAI
3	8.00AM	5.00PM	144159	144284	125	125			2.4	SEBERANG JAYA / PRAI
4	8.00AM	5.00PM			0					
5	8.00AM	5.00PM			0					
6	8.00AM	5.00PM	144284	144418	134	134				SEBERANG JAYA
7	8.00AM	5.00PM			0					
8	8.00AM	5.00PM	144418	144531	113	113			3	SEBERANG JAYA / BUTTERWORTH
9	8.00AM	5.00PM	144531	144667	136	136			2.4	KULIM / SEBERANG JAYA
10	8.00AM	5.00PM	144667	144805	138	138			1.6	PENANG / PRAI / B. WORTH
11	8.00AM	5.00PM			0					
12	8.00AM	5.00PM			0					
13	8.00AM	5.00PM	144805	144979	174	174			1.60	SEBERANG JAYA / BUTTERWORTH
14	8.00AM	5.00PM	144979	145148	169	169			3	PADANG SERAI / BUTTERWORTH
15	8.00AM	5.00PM	145148	145287	139	139			3	SEBERANG JAYA / BUTTERWORTH
16	8.00AM	5.00PM	145287	145411	124	124			2	PENANG / BUKIT MERTAJAM
17	8.00AM	5.00PM	145411	145559	148	148			3.8	SEBERANG JAYA / BUTTERWORTH
18	8.00AM	5.00PM			0					
19	8.00AM	5.00PM			0					
20	8.00AM	5.00PM	145559	145695	136	136				KULIM / SEBERANG JAYA
21	8.00AM	5.00PM	145695	145788	93	93				PADANG SERAI / SUNGAI PETANI
22	8.00AM	5.00PM	145788	146271	483	483		126.6	7.2	KULIM / SERDANG / KL
23	8.00AM	5.00PM			0					
24	8.00AM	5.00PM	143205	143354	149	149			3	BUTTERWORTH / PRAI
25	8.00AM	5.00PM	143354	143487	133	133			3	BUTTERWORTH
26	8.00AM	5.00PM	143487	143641	154	154				PENANG / PRAI
27	8.00AM	5.00PM			0					
28	8.00AM	5.00PM			0					
29	8.00AM	5.00PM	143641	143784	143	143				
30	8.00AM	5.00PM	143784	143922	138	138			3	BUTTERWORTH
31	8.00AM	5.00PM			0	0				SEBERANG JAYA / PRAI
TOTAL (KM)					3066	3066			RM126.60	RM46.60

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)	2066	929.70
GRAND TOTAL	3066	1,579.70

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		

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