

TRAVELLING CLAIM FORM

**FOR THE MONTH OF Click here to enter text.**  **20** Click here to enter text.

*(Please complete this form before the 1st week of the following month)*

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| NAME | *:* | Click here to enter text. |  | STAFF NO | *:* | Click here to enter text. |
| POSITION | *:* | Click here to enter text. |  | BASIC SALARY | *:* | Click here to enter text. |
| OFFICE ADDRESS | *:* | Click here to enter text. |  | SALARY GRADE | *:* | Click here to enter text. |
| HOME ADDRESS | *:* | Click here to enter text. |  |  |  |  |

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| DESTINATION AND  TYPE OF JOB  **(PLEASE ATTACH APPROVAL LETTER)** | ESTIMATED TIME AND DATE | | | TOTAL  K/METER  WORKING  TO & FRO | HOTEL  / LODGING  ALLOWANCE | FOOD  / DAILY  ALLOWANCE | OTHER  **(PLS ATTACH RECEIPT)** |
| DATE & TIME | | TOTAL |
| FROM | TO | TIME |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| TOTAL | | | | Click here to enter text. KM | **RM** Click here to enter text.  **(1)** | **RM** Click here to enter text.  **(2)** | **RM** Click here to enter text.  **(3)** |

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| TYPE OF TRANSPORT | *:* | Click here to enter text. |
| TRANSPORT REGISTRATION NO | *:* | Click here to enter text. |
| C.C. | *:* | Click here to enter text. |

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| DISTANCE (KILOMETER) | CENTS PER KILOMETER PER MONTH | | | | | KM x RATE PER KM  (RM) |
| CLASS | CLASS | CLASS | *CLASS* | *CLASS* |
| A | B | C | *D* | *E* |
| FIRST 500 KM | 70 | 60 | **50** | *45* | *40* | RM Click here to enter text. |
| 501 KM TO 1,000 KM | 65 | 55 | 45 | *40* | *35* | RM Click here to enter text. |
| 1,001 KM TO 1,700 KM | 60 | 50 | 40 | *35* | *30* | RM Click here to enter text. |
| FOR EVERY KM AFTER 1,701 KM | 55 | 45 | 35 | *30* | *25* | RM Click here to enter text. |
| TOTAL MILEAGE CLAIM **(4)** | | | | | | **RM** Click here to enter text. |

CLASS BASIC TYPE OF CAR/CC

A NOT LESS THAN RM 2,625.45 PER MONTH FROM 1400 cc

B NOT LESS THAN RM 2,333.00 PER MONTH FROM 1000 cc

C NOT LESS THAN RM 1,820.75 PER MONTH LESS THAN 1000 cc

D (Motorcycle) LESS THAN RM 1,820.75 PER MONTH NOT LESS THAN 175 cc

E (Motorcycle) LESS THAN RM 1,820.75 PER MONTH LESS THAN 175 cc

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| **GRAND TOTAL** (ITEM 1, 2, 3 & 4) | **RM** Click here to enter text. |
| **DEDUCT ADVANCE TAKEN**  ( VOUCHER NO.: … Click here to enter text. ……………………………………………….) | * **(RM** Click here to enter text. **)** |
| **CLAIM PAYABLE** | **RM** Click here to enter text. |

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| I AFFIRM THAT THE ABOVE CLAIM IS TRUE | I CERTIFY THAT THE STAFF’S CLAIM IS CORRECT | I CERTIFY THAT THE STAFF’S CLAIM IS CORRECT |
| **------------------------------------------------------**  **SIGNATURE OF REQUESTER** | **--------------------------------------------------**  **SIGNATURE OF HEAD OF UNIT** | **-------------------------------------------------------SIGNATURE HEAD OF DEPARTMENT** |
| DATE: Click here to enter text. | DEPT. STAMP: | DEPT. STAMP: |
|  | DATE: Click here to enter text. | DATE: Click here to enter text. |
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**ELIGIBILITY CATEGORY & RATES**

*\*Pekeliling Perbendharaan Bil. 3 Tahun 2003 : Kadar dan syarat tuntutan elaun, kemudahan dan bayaran kepada Pegawai Perkhidmatan Awam kerana menjalankan tugas rasmi (tidak termasuk anggota tentera dan anggota polis.)*

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| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **GRED / KATEGORI PEGAWAI UNTUK TUNTUTAN ELAUN, KEMUDAHAN DAN BAYARAN** | | | | | | | | | | | | | | *(Kumpulan Pengurusan Tertinggi, Kumpulan Pengurusan & Professional Serta Kumpulan Sokongan)* | | | | | | | | | | | | | | Sumber : Pekeliling Perbendaharaan Bil 3 Tahun 2003 , | | | | | | | | | | | | | | Pekeliling Perbendaharaan Bil 3 Tahun 2005 & | | | | | | | | | | | | | | Pekeliling Perbendaharaan Bil 2 Tahun 2006 | | | | | | | | | | | | | | Pekeliling Perkhidmatan Bil 7 Tahun 2007 | | | | | | | | | | | | | | Pekeliling Perbendaharaan Bil 8 Tahun 2010 | | | | | | | | | | | | | |  |  | |  |  |  |  |  |  |  |  |  | | **TUNTUTAN UNTUK TUGAS RASMI** | | | | | | | | | | | | | |  | | **ELAUN MAKAN *(setiap 24 jam)*** | | | **SEWA HOTEL** | | | **ELAUN LOGING** | | **PENERBANGAN** | | |  | | ***TUGAS RASMI*** | | | ***TUGAS RASMI*** | | | ***TUGAS RASMI*** | | ***TUGAS RASMI*** | | |  | | Semenanjung | Sabah, Labuan | Luar | Semenanjung | Sabah, Labuan | Luar | Semenanjung | Sabah, Labuan | Dalam Negara | Luar Negara | |  | | Malaysia | & Sarawak | Negara | Malaysia | & Sarawak | Negara | Malaysia | & Sarawak | | ***Gred*** | | RM | | RM | RM | | RM | RM | | | Gred Utama / Khas A dan ke atas | | 115 | 165 | 370 | Sebenar (Standard Suite) | | | 80 | 85 | Business | Kelas Satu | | Gred Utama / Khas B dan C | | 100 | 130 | 340 | Sebenar (Bilik Superior) | | Bilik Biasa | 75 | 80 | Business | | Gred 53 dan 54 | | 85 | 115 | 320 | Sebenar (Bilik Biasa) | | Bilik Biasa | 70 | 75 | Ekonomi | | Gred 45 hingga 52 | | 60 | 80 | 270 | 180 | 200 | Rujuk Surat Pindaan | 60 | 70 | Ekonomi | | Gred 41 hingga 44 | | 45 | 65 | Rujuk Surat Pindaan | 160 | 170 | Rujuk Surat Pindaan | 55 | 60 |  | | Gred 27 hingga 40 | | 40 | 55 | Rujuk Surat Pindaan | 140 | 150 | Rujuk Surat Pindaan | 45 | 50 |  |  | | Gred 17 hingga 26 | | 40 | 55 | Rujuk Surat Pindaan | 130 | 150 | Rujuk Surat Pindaan | 40 | 45 |  |  | | Gred 1 hingga 16 | | 35 | 50 | Rujuk Surat Pindaan | 120 | 140 | Rujuk Surat Pindaan | 35 | 40 |  |  | |  | |  |  |  |  |  |  |  |  |  |  | | 4.12 **Belanja Pelbagai (Tugas Rasmi Dalam Negeri)** | | |  |  |  |  | 5.5 **Belanja Pelbagai (Tugas Rasmi Luar Negara)** | | | |  | | 4.12.1 seseorang pegawai sama ada bertugas di dalam atau di luar Ibu Pejabatnya adalah layak menuntut Belanja Pelbagai seperti berikut: | | | | | | | 5.5.1 seseorang pegawai layak menuntut Belanja Pelbagai seperti berikut: | | | | | | (a) bayaran telefon, telegram, bayaran pos dan bayaran faks atas urusan rasmi; | | | | |  |  | (a) tambang pengangkutan awam tempatan jika kenderaan tidak disediakan; | | | | | | (b) belanja dobi yang disokong dengan resit apabila pegawai menginap di luar Ibu Pejabat tidak kurang dari 3 malam; | | | | | | | (b) bayaran telefon, telegram, bayaran pos dan bayaran faks atas urusan rasmi; | | | | | | | (c) bayaran Cukai Lapangan Terbang yang disokong dengan resit; | | | |  |  |  | (c) belanja dobi yang disokong dengan resit; | | |  |  | | (d) bayaran *Excess Baggage* untuk barang-barang rasmi yang disokong dengan resit; dan | | | | |  |  | (d) bayaran Cukai Lapangan Terbang yang disokong dengan resit; | | | | | | (e) bayaran letak kereta, tol dan tambang feri yang disokong dengan resit. | | | | |  |  | (e) bayaran *Excess Baggage* untuk barang-barang rasmi yang disokong dengan resit; | | | | | | |  |  | |  |  |  |  | (f) 3% daripada jumlah tuntutan perjalanan sebagai gantirugi berkaitan dengan pertukaran kepada matawang asing; | | | | | | |  |  | |  |  |  |  | (g) 15% daripada Elaun Makan bagi maksud bayaran *tips, gratuities* atau porterage; dan | | | | | | |  |  | |  |  |  |  | (h) bayaran pasport antarabangsa dan visa yang disokong dengan resit; | | | | | |

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| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **TUNTUTAN UNTUK KURSUS (KECUALI KURSUS PRA-PERKHIDMATAN)** | | | | | | | | | | | | | |  | | **ELAUN MAKAN *(setiap 24 jam)*** | | | **SEWA HOTEL** | | | **ELAUN LOGING** | | **PENERBANGAN** | |  | |  | | ***KURSUS*** | | | ***KURSUS*** | | | ***KURSUS*** | | ***TUGAS RASMI*** | |  | |  | | Semenanjung | Sabah, Labuan | Luar | Semenanjung | Sabah, Labuan | Luar | Semenanjung | Sabah, Labuan |  |  |  | |  | | Malaysia | & Sarawak | Negara | Malaysia | & Sarawak | Negara | Malaysia | & Sarawak | Dalam Negara | Luar Negara |  | | ***Gred*** | | RM |  | RM | RM | | | RM |  |  |  |  | | Gred Utama / Khas A dan ke atas | | 90 | 120 | 300 | Sebenar (Bilik Biasa) | | | 80 | 85 | Business | Kelas Satu |  | | Gred Utama / Khas B dan C | | 90 | 120 | 270 | Sebenar (Bilik Biasa) | | | 75 | 80 | Business |  | | Gred 53 dan 54 | | 70 | 90 | 240 | Sebenar (Bilik Biasa) | | | 70 | 75 | Ekonomi |  | | Gred 45 hingga 52 | | 60 | 80 | 200 | 145 | 160 | Rujuk Pekeliling | 60 | 70 | Ekonomi |  | | Gred 41 hingga 44 | | 45 | 65 | Rujuk Pekeliling | 130 | 140 | Rujuk Pekeliling | 55 | 60 |  | | Gred 17 hingga 40 | | 40 | 55 | Rujuk Pekeliling | 80 | 100 | Rujuk Pekeliling | 35 | 40 |  |  |  | | Gred 1 hingga 16 | | 35 | 50 | Rujuk Pekeliling | 65 | 80 | Rujuk Pekeliling | 30 | 35 |  |  |  | |  | |  |  |  |  |  |  |  |  |  |  |  | | **\*NOTA :** | |  |  |  |  |  |  |  |  |  |  |  | | **1) Elaun Harian adalah 1/2 daripada Elaun Makan *( >= 8 jam < 24jam )*** | | | | |  | **2) "Kursus" :** | Bermakna sebarang kursus atau latihan yang berupa | | | |  |  | | Elaun Makan tidak layak dituntut jika kemudahan makan disediakan oleh Kerajaan atau Penganjur. Sekiranya sebahagian daripada kemudahan makan disediakan, pegawai hanya layak menuntut bahagian makan yang tidak disediakan tertakluk kepada kadar seperti berikut : | | | | |  |  | akademik atau praktik, lawatan sambil belajar,seminar dan bengkel, yang bercorak latihan. | | | |  |  | |  | | |  |  |  | **3) Surat** | Sila sertakan surat panggilan / jemputan menghadiri sesuatu mesyuarat/kursus/seminar | | | | | | | a) Sarapan Pagi | 20 % daripada Elaun Makan | | |  |  | **Panggilan/** | bersama-sama borang tuntutan perjalanan sebagai rujukan untuk tujuan pengiraan | | | | | | | b) Makan Tengah Hari | 40 % daripada Elaun Makan | | | setiap 24 jam |  | **Jemputan** | elaun-elaun. |  |  |  |  |  | | c) Makan Malam | 40 % daripada Elaun Makan | | |  |  |  |  |  |  |  |  |  | |

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| |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **ELAUN PERJALANAN KENDERAAN** | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  | **Sukatan Silinder Kenderaan** | | | **Jarak perjalanan bertugas** | **Kelas** | | | | | | **Gaji** |  |  | **(c.c)** |  | | **rasmi bagi tiap-tiap satu bulan** | **A** | **B** | **C** | **D** | **E** |  |  |  |  |  |  | |  | (sen/ km) | | | | | **A** | Tidak Kurang dari RM 2,625.45 sebulan | | | 1400 c.c dan ke atas | | | 500 kilometer pertama | 70 | 60 | 50 | 45 | 40 | **B** | Tidak Kurang dari RM 2,333.00 sebulan | | | 1000 c.c dan ke atas | | | 501 - 1,000 km | 65 | 55 | 45 | 40 | 35 | **C** | Tidak Kurang dari RM 1,820.75 sebulan | | | Di bawah 1000 c.c | | | 1,001 - 1,700 km | 55 | 50 | 40 | 35 | 30 | **D** | Kurang dari RM 1,820.75 sebulan | | | Tidak Kurang 175 c.c | | | 1,701 km dan seterusnya | 50 | 45 | 35 | 30 | 25 | **E** | Kurang dari RM 1,820.75 sebulan | | | Di bawah 175 c.c | | |

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