

To : **ALL EMPLOYEES**  
 From : Executive Director cum AHRM  
 CC to : Dato' MD, Head of Departments  
 Date : 19 January 2023

**STANDARDIZATION OF TRAVEL DISTANCE**

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HR Memo, **REF: GAM-HR/OA/21/0142** posted on 24 September 2021 to be read together and refers.

The definition as follows: -

**Mileage Claim**

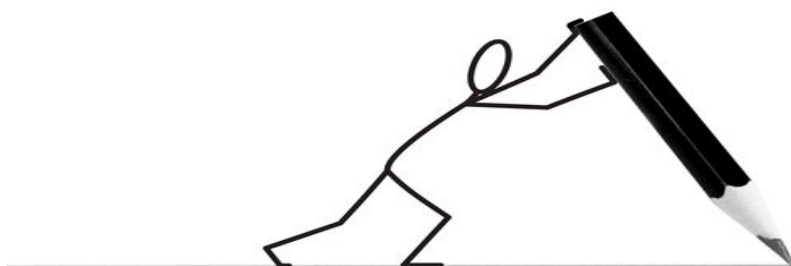
For an official travel requiring using personal vehicle with **minimum** mileage of 50 km returned trip to common meeting places. Mileage claim rate at RM0.65 per km.

**Petrol Claim**

For an official travel using personal vehicle with mileage less than 50km returned trip or travel by using company car. Petrol claim calculated as below: -

<u>Total Mileage (km)</u>	x	Current Petrol Rate
10 (1 litre = 10km)		

Refer to the below table for the standard distance (in kilometers) from Galaxy Operation Centre address to common meeting and working places.



Destination	KM/Return
Bukit Aman, KL	50.0
MinDef, KL	68.0
KDN, Putrajaya	74.0
JBPM, Putrajaya	75.0
TDA, Cyberjaya	77.0
CAAM, Putrajaya	79.0
PGA, Ipoh	396.0
GAM, Lumut	450.0
PUTD, Kluang	558.0
TUDM, Butterworth	706.0
GAM, Bertam	726.0

For any enquiries, please do not hesitate to contact us. Your understanding towards these matters is really appreciated.

Thank you.

*for and on behalf of*

**GALAXY AEROSPACE (M) SDN. BHD.**



**DATIN ZULHANI BT ALIAS  
EXECUTIVE DIRECTOR**

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1. GAMS OA

