

To : **ALL GAM**
 From : ADMIN & HR MANAGER
 Copy to : Dato' MANAGING DIRECTOR
 Date : 15-09-2021

REVISION OF AN EMPLOYEE'S ENTITLEMENT

Arising from the special management meeting held on 14th September 2021, the company's has agreed as follows:-

No.	Description	Action
a.	Mileage Claims Mileage claim rate is RM0.65 per kilometer.	No change
b.	Petrol Claims Petrol claims are payable for fuel where no fuel card is available and are applicable to those using company car/pool car (1 ltr : 10 km)	Must be supported by original receipt
c.	Parking and Toll Business related parking, and tolls are reimbursable on a claims basis. In the case of toll, where a smart card is used, employees need to attach a printout from the web of the toll amount for the journey instead of a receipt.	Must be supported by original receipts. Claims within 3 days upon returned to Base
d.	Travelling Advance and Claims For Company's business trip, an employee is allowed to apply for:- <ul style="list-style-type: none"> • an advance of up to 100% of the estimated claims for transportation and 50% on subsistence. Any non-incurred advance will be deducted from claims made or salary or both. • Travelling distance will be calculated from base-assigned duty-base (return). • Pool car is encouraged. • Encouraged to utilize the company car with the driver (subject to availability, advance notification required) • For the same destination with enough car capacity, only 1 (one) car entitle for a FULL advance and reimbursement. • For more than 1 (one) car, on case-to-case basis is subject to the Management approval. 	Using Google Maps distance. (1 ltr : 10 km)

No.	Description	Action
e.	Lodging Allowance Employees are allowed to stay in a suitable hotels/homestay during business travel. Hotel accommodation for domestic travelling is up to RM150 per night . Other than hotel, lodging claim remain at RM60 per night.	HRA to arrange for booking or on own arrangement.
f.	Panel Clinic There are no panel clinic facilities at the moment but any employee facing financial difficulties related to outpatient medical treatment can contact HR/Admin for an advance. This amount will be deducted through next month's salary.	Contact HRA department.
g.	Laundry <ul style="list-style-type: none"> Laundry claim is allowed after 5 days on site at RM12.00 only. Official detachment, via land or air, must be self-equipped enough cloths for 5 working days. Staying at homestay or facility complete with washing machine, no laundry claim entitlement. 	On the 5 th day return to base – no claim.
h.	Petty Cash HOD or EIC or PIC will be provided with operation petty cash from time to time based on current requirement. Amount to be defined later.	HOD/EIC/PIC to liaise with Finance Controller.

This exercise will be subjected to change from time to time.

Should there is any enquiry, please do not hesitate to contact HRD. Your cooperation is highly appreciated.

Thank you.

Kindest regards,
 for and on behalf of

GALAXY AEROSPACE (M) SDN. BHD.



DATIN ZULHANI BINTI ALIAS
ADMIN & HUMAN RESOURCE MANAGER

