

OFFICE USE
CV NO:
CLAIM NO:

ID STAFF / STAFF NAME:

DATE:

JOB DETAILS:

DESIGNATION:

DATE	NO	PARTICULARS	FLIGHT TIX	PARKING	PETROL	TOLL (SMART TAG/T&G)	SUB.ALLW/TR AV.ALL	HOTEL	MILEAGE (KM)	@RM0.65 (car) @RM0.40 (motor)	MEDICAL	OTHERS	TOTAL

BANK ACCOUNT NUMBER:

SUB-TOTAL	
ADVANCED	
TOTAL TO BE PAID	

CLAIM BY: Name : _____ Date : _____	CHECKED BY: HOD/EIC Name : _____ Date : _____	APPROVAL BY: ADMIN/FINANCE Name : _____ Date : _____
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ADMINISTRATIVE USE ONLY		
ACKNOWLEDGE BY:		
DATE:		
SCAN	YES	NO

FINANCE USE ONLY		
RELEASE DATE:		
REFUND	YES	NO
REFUND TO	COMPANY	STAFF

JOB REQUEST CHIT

DATE ISSUE: _____

WORKPACK NO: _____

AIRCRAFT TYPE:		A/C REG NO:	
OWNER/CLIENT:		LOCATION:	
PERSON IN CHARGE:		CONTACT NO:	

JOB DESCRIPTION

JOB DETAILS:

STAFFS INVOLVED:

NO	NAME	POSITION
1		
2		
3		
4		
5		

DATE & TIME:

START DATE:	
END DATE:	
TIME DEPARTED FROM BASE:	
TIME ARRIVED AT BASE:	

*time must be as per aircraft tech log if crew movement by aircraft/time departed and from office if crew movement by own transport

TRAVEL DETAIL:

Flight :
Meal :
Travel Allowance :
Other (s) :

RAISED BY (NAME/STAMP)		SIGN		DATE	
AUTHORIZED BY CLIENT		SIGN		DATE	

**KENYATAAN TUNTUTAN ELAUN PERJALANAN DALAM NEGERI
BAGI BULAN**

MAKLUMAT STAF <small>STAFF INFORMATION</small>	
Nama <i>Name</i>	
No. ID Staf Staff <i>ID No.</i>	
Jawatan <i>Designation</i>	
Alamat Pejabat Office <i>Address</i>	
Jenis Pengangkutan: <i>Type of Transportation</i>	<i>Motorcycle / Car</i> <i>Registration No. :</i>

BAHAGIAN A <small>SECTION A</small>							
KENYATAAN TUNTUTAN PEJALANAN <small>STATEMENT OF CLAIM</small>							
Bil. <small>No.</small>	Tarikh <small>Date</small>	Waktu <small>Time</small>		Tujuan / Tempat <small>Purpose / Place</small>	Jarak <small>Distance</small>	Tol	Parking
		Bertolak <small>Depart</small>	Sampai <small>Arrive</small>				
Jumlah Jarak							

TANDA TANGAN STAF	PENGESAHAN SYARIKAT (EIC)	PENGESAHAN PEGAWAI PGU
NAMA: TARIKH:	NAMA: TARIKH:	NAMA: TARIKH: