



**TRAVEL ADVANCE REQUEST OR  
EXPENSES CLAIM FORM  
(INTERNATIONAL/DOMESTIC TRAVEL)**

**Travel Destination:**

**Travel Destination:**

Employee Name:  
Employee ID:  
Position:  
Department:

Delivery method: \_\_\_\_\_ Home / \_\_\_\_\_ Hold for pick up at HR/Office.  
(Please select if ONLY delivery method required)

**INTERNATIONAL TRAVEL**

**Travel advance requested: RM/USD** \_\_\_\_\_

**Daily meal allowance:**

Full day: \_\_\_\_\_ days x USD70

Breakfast: \_\_\_\_\_ days x USD15

Lunch: \_\_\_\_\_ days x USD20

Dinner: \_\_\_\_\_ days x USD35

Incidental \_\_\_\_\_ days x USD10 \_\_\_\_\_

**Daily Accommodation:**

With relatives: \_\_\_\_\_ days x USD100 \_\_\_\_\_

Hotel accommodation \_\_\_\_\_ rights \_\_\_\_\_

**Travel by:**

Pavement \_\_\_\_\_ KM x USD0.50 \_\_\_\_\_

Pavement: \_\_\_\_\_ fixed rate \_\_\_\_\_

Air: \_\_\_\_\_

*(Please note that the Company does not pay for travel insurance)*

**Other Travel Expenses**

Vehicle rental: \_\_\_\_\_

Fuel Expenses: \_\_\_\_\_

Conference/Registration fees: \_\_\_\_\_

Other transportation: (Parking, taxi, bus, etc.) \_\_\_\_\_

**Total**

**DOMESTIC TRAVEL**

**Travel advance requested: RM** \_\_\_\_\_

Full day: \_\_\_\_\_ days x RM90

Breakfast: \_\_\_\_\_ days x RM15

Lunch: \_\_\_\_\_ days x RM25

Dinner: \_\_\_\_\_ days x RM35

Incidental \_\_\_\_\_ days x RM10 \_\_\_\_\_

**Daily Accommodation:**

With relatives: \_\_\_\_\_ days x RM150 \_\_\_\_\_

Hotel accommodation \_\_\_\_\_ rights \_\_\_\_\_

**Travel by:**

Car (Owned): \_\_\_\_\_ KM x RM0.90 \_\_\_\_\_

Motorcycle: \_\_\_\_\_ KM x RM0.80 \_\_\_\_\_

Air: \_\_\_\_\_

*(Please note that the Company does not pay for travel insurance)*

**Other Travel Expenses**

Vehicle rental: \_\_\_\_\_

Fuel Expenses: \_\_\_\_\_

Conference/Registration fees: \_\_\_\_\_

Other transportation: (Parking, taxi, etc.) \_\_\_\_\_

**Total**

*International Traveling - The above rates for daily meal allowance and daily accommodation are only entitle for top management employees and shall be deducted 30% for other employees.*

*Domestic Travelling - The above rates are entitled for all employees but all the top management employees shall be entitled with extra 30% for daily meal allowance and daily accommodation expenses.*

*Employees who are using their own transport for official duties (or non-office commute) are eligible to claim mileage allowance at the rate of: (a) RM0.90 per kilometre for car and (a) RM0.80 per kilometre for motorcycle. The maximum claims per destination shall not be more than: (a) RM1,000.00 for car and (b) RM250.00 for motorcycle.*

**FOR HR OFFICE USED:**

Signature:  
Checked by:  
Position:  
Date:

Signature:  
Endorsed By:  
Position:  
Date: