



Name	:	MUHAMMAD SYAZWAN BIN ZULKIFLI
Emp. No.	:	QTRZ0159
Mileage Claims for Month of	:	Nov-24
Type of Vehicle	:	* Car / Motorcycle
(* delete if not applicable)	:	* Private Vehicle / Entitlement Car / Pool Car
Vehicle Reg. No.	:	VKX3201

<u>145.2</u>	km	x	<u>RM0.70</u>	cents	=	<u>RM</u>	<u>101.64</u>	Signature of Claimant :	<u> </u>
								Date :	<u>31/12/2025</u>
(a)	Total mileage claims (RM)					<u>RM</u>	<u>101.64</u>	Verified by :	<u> </u> (Immediate Superior)
(b)	Total toll claims (RM)					<u>RM</u>	<u>13.78</u>	Date :	<u> </u>
(c)	Total parking claims (RM)					<u>RM</u>	<u>0.00</u>		
Grand Total							<u><u>RM115.42</u></u>		
(Amount in (a), (b) and (c) to be transferred to Expenses Claim Form respectively)									

* Mileage Rate for Private Vehicle
Car : RM 0.70 per km
Motorcycle : RM 0.30 per km

**** For toll & parking claims, please provide original receipts.**
Failure to produce the receipt(s) will render the claim rejected.