

SYARAT-SYARAT

1. Semua tuntutan bagi kos perjalanan atau lain-lain perbelanjaan yang telah dibuat hendaklah dikemukakan dalam tempoh tidak melebihi **30 hari** dari tarikh perjalanan dan/atau resit pembayaran.
2. Maklumat tuntutan yang telah dihantar melalui sistem ini hendaklah dicetak di atas **Kertas A4 berwarna kuning**.
3. Resit-resit dan dokumen-dokumen yang berkaitan dengan tuntutan yang dibuat hendaklah dilampirkan bersama-sama cetakan Maklumat Tuntutan dan diserahkan ke Bahagian Kewangan dalam tempoh tidak melebihi **14 hari** dari tarikh tuntutan tersebut.
4. Bahagian Kewangan berhak meminda, mengurangkan atau membatalkan sebahagian atau keseluruhan tuntutan sekiranya ia tidak memenuhi syarat-syarat yang ditetapkan.
5. Sebarang pembelian barang/Aset hendaklah dibuat secara manual (SSF).
6. Untuk maklumat lengkap berkaitan kelayakan-kelayakan tuntutan, sila rujuk dokumen polisi & prosedur yang berkaitan.

Staff Information

Staff No 8208
 Staff Name AHMAD SYAFIQ IDRUS
 Grade 16

Claim Information

Claim Ref No GCG201905230001
 Claim Status APPLIED
 Claim Approver STAFF CLAIM APPROVER [99999]
 Claim Apply Date 15 Aug 2019
 Claim Description MESYUARAT JAWATANKUASA TEKNIKAL DAN PASUKAN PROJEK RISPACS AT KKM PUTRAJAYA PREPARATION FOR UAT CYCLE 3 AT HRPZII KOTA BHARU
 Total Amount Requested RM 477.00 * Auto calculated by system
 Total Amount Approved RM 477.00 * Auto calculated by system

Advance Taken Information

Advance Ref No Advance Date
 Advance Taken Advance Cleared
 Advance Description

Claim Details

☐ Claim is for training
 Select Training type --Please Select--

Claim Charges

☐ Cost Center
☒ Project Code SAD-RISPC-PMSA-C

My Worksheet

Type	Date	Time From	To	Duration	City From	To	Purpose	Distance (KM)	Mileage	Toll	Parking	Meals	Lodging	Misc	Request	Approved
Travelling	07 Feb 2019	9:30	23:30	14:00:00	HEITECH VILLAGE	PUTRAJAYA	MESYUARAT PRA PASUKAN PROJEK	60	39.00	0.00	0.00	0.00	0.00	0.00	39.00	39.0
Travelling	11 Feb 2019	9:00	23:30	14:30:00	HEITECH VILLAGE	PUTRAJAYA	MESYUARAT JAWATANKUASA TEKNIKAL DAN PASUKAN PROJEK RISPACS WITH KKM AT PUTRAJAYA	60	39.00	0.00	0.00	0.00	0.00	0.00	39.00	39.0
Hardship	12 Feb 2019	9:30	23:30	14:00:00			SYSTEM TESTING PREPARATION FOR UAT CYCLE 3 RISPACS		0.00	0.00	0.00	0.00	0.00	36.00	36.00	36.0
Hardship	13 Feb 2019	9:30	23:30	14:00:00			SYSTEM TESTING PREPARATION FOR UAT CYCLE 3 RISPACS		0.00	0.00	0.00	0.00	0.00	36.00	36.00	36.0
Hardship	14 Feb 2019	9:30	23:30	14:00:00			SYSTEM TESTING PREPARATION FOR UAT CYCLE 3 RISPACS		0.00	0.00	0.00	0.00	0.00	36.00	36.00	36.0
Travelling		9:00	23:30	14:30:00	HEITECH VILLAGE	PUTRAJAYA	MESYUARAT JAWATANKUASA	60	39.00	0.00	0.00	0.00	0.00	0.00	39.00	39.0

	18 Feb 2019				TEKNIKAL DAN PASUKAN PROJEK RISPACS WITH KKM AT PUTRAJAYA								
Hardship	18 Feb 2019	9:00	23:30	14:30:00	SYSTEM TESTING PREPARATION FOR UAT CYCLE 3 RISPACS	0.00	0.00	0.00	0.00	0.00	36.00	36.00	36.0
Hardship	20 Feb 2019	9:30	23:30	14:00:00	SYSTEM TESTING PREPARATION FOR UAT CYCLE 3 RISPACS	0.00	0.00	0.00	0.00	0.00	36.00	36.00	36.0
Hardship	21 Feb 2019	9:30	23:30	14:00:00	SYSTEM TESTING PREPARATION FOR UAT CYCLE 3 RISPACS	0.00	0.00	0.00	0.00	0.00	36.00	36.00	36.0
Hardship	22 Feb 2019	9:30	23:30	14:00:00	SYSTEM TESTING PREPARATION FOR UAT CYCLE 3 RISPACS	0.00	0.00	0.00	0.00	0.00	36.00	36.00	36.0
Hardship	25 Feb 2019	9:30	23:30	14:00:00	SYSTEM TESTING PREPARATION FOR UAT CYCLE 3 RISPACS	0.00	0.00	0.00	0.00	0.00	36.00	36.00	36.0
Hardship	26 Feb 2019	9:30	23:30	14:00:00	SYSTEM TESTING PREPARATION FOR UAT CYCLE 3 RISPACS	0.00	0.00	0.00	0.00	0.00	36.00	36.00	36.0
Hardship	27 Feb 2019	9:30	23:30	14:00:00	SYSTEM TESTING PREPARATION FOR UAT CYCLE 3 RISPACS	0.00	0.00	0.00	0.00	0.00	36.00	36.00	36.0

Approval Information

Request Amount (RM)

477.00

Approve Amount (RM)

477.00

Justification for lesser amount

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Justification for rejection

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