



| KETERANGAN(Details)             | RESIT(RECEIPT) | HARI X KADAR (DAY X RATE) | JUMLAH(TOTAL) (RM) |
|---------------------------------|----------------|---------------------------|--------------------|
| Sewa Hotel(Hotel Rate)          |                |                           |                    |
| Elaun Lojing(Lodging Allowance) |                |                           |                    |
| Elaun Makan(Meal Allowance)     |                |                           |                    |
| Elaun Harian(Daily Allowance)   |                |                           |                    |
| Tol (Toll)                      |                |                           |                    |
| <b>JUMLAH(TOTAL) :</b>          |                |                           |                    |

**C. BUTIRAN TUNTUTAN ELAUN PERJALANAN KENDERAAN(MILEAGE CLAIM )**

| Sen tiap-tiap kilometer<br>(For each Kilometre) (sen) |  | Jumlah Kilometer<br>(Total of Kilometre) | Kadar(Rate)<br>Sen/km | Jumlah(Total)<br>(RM) |
|---|--|--|-----------------------|-----------------------|
| Pasca siswazah(Postgraduate)                          |  |  |                       |                       |
| 50  | 500 km yang pertama<br>(The first 500 km)            |  |                       |                       |
| 45  | 501-1,000 km   |  |                       |                       |
| 40  | 1,001 – 1,700 km                                     |  |                       |                       |
| 35  | 1,701 km dan seterusnya<br>(1,701 km and subsequent) |  |                       |                       |
| <b>JUMLAH(TOTAL):</b>                                 |  |  |                       |                       |

**D. BUTIRAN TUNTUTAN BAYARAN BALIK(DETAILS FOR REIMBURSEMENT)**

Saya memohon tuntutan bayaran balik untuk tujuan aktiviti(I request a reimbursement for the activity):

Bagi projek (jika berkenaan)(For project (If applicable)):

Perbelanjaan terperinci berjumlah RM \_\_\_\_\_ yang dituntut adalah seperti lampiran berikut(Detailed expenses of RM \_\_\_\_\_ are as follows):

| BIL<br>(NO.)                        | KETERANGAN<br>PERBELANJAAN(EXPENSES DETAILS) | NO.RESIT(RECEIPT NO.)<br>(BERLAMPIR(ATTACHED)) | KOD PROJEK<br>(PROJECT CODE) | JUMLAH<br>(TOTAL) |
|-------------------------------------|--|--|------------------------------|-------------------|
| 1.                                  |  |  |                              |                   |
| 2.                                  |  |  |                              |                   |
| 3.                                  |  |  |                              |                   |
| 4.                                  |  |  |                              |                   |
| 5.                                  |  |  |                              |                   |
| 6.                                  |  |  |                              |                   |
| 7.                                  |  |  |                              |                   |
| 8.                                  |  |  |                              |                   |
| 9.                                  |  |  |                              |                   |
| 10.                                 |  |  |                              |                   |
| 11.                                 |  |  |                              |                   |
| 12.                                 |  |  |                              |                   |
| 13.                                 |  |  |                              |                   |
| 14.                                 |  |  |                              |                   |
| 15.                                 |  |  |                              |                   |
| <b>JUMLAH TUNTUTAN(TOTAL CLAIM)</b> |  |  |                              |                   |

**E. RINGKASAN TUNTUTAN(SUMMARY OF CLAIMS)**

Jumlah Tuntutan Perjalanan Dalam Negara(*Total travel claims for local destination*) (B+ C) : RM \_\_\_\_\_

Jumlah Tuntutan Bayaran Balik(*Total of reimbursement*) : RM \_\_\_\_\_

**JUMLAH TUNTUTAN(SUM TOTAL)** : RM \_\_\_\_\_

**F. PERAKUAN / PENGESAHAN (DECLARATION / CONFIRMATION)**

Saya mengaku bahawa(*I declare that*): -  
 Tuntutan tersebut adalah benar dan di atas urusan Universiti Putra Malaysia  
 (*The above claim is true and for Universiti Putra Malaysia*).  
 Tuntutan ini dibuat mengikut Peraturan Semasa Universiti  
 (*The claim is made according to the University's Current Enforced Rules*).  
 Butir-butir dalam tuntutan saya ini adalah benar dan saya bertanggungjawab terhadapnya  
 (*All details in this claim are true, and I take full responsibility for the above*).  
 Saya mengesahkan hanya satu tuntutan sahaja yang saya kemukakan bulan ini  
 (*I confirm that there is only one claim made for this month*).

Tarikh (*Date*):

\_\_\_\_\_

Tandatangan Pemohon(*Signature of Applicant*)

Adalah disahkan bahawa perjalanan/perbelanjaan tersebut dilakukan atas tujuan rasmi dan menggunakan pusat kos  
 (*It is confirmed that the travelling / expenses are done for official purposes and the cost centre used is*) \_\_\_\_\_

\_\_\_\_\_

Disemak (*Checked by*)  
 (Nama (*Name*), Cap(*Stamp*) & Tarikh (*Date*))

\_\_\_\_\_

Tandatangan Ketua Pusat Tanggungjawab  
 (*Signature of Head of PTJ*)  
 (Nama (*Name*), Cap(*Stamp*) & Tarikh (*Date*))

**KADAR TUGAS RASMI (OFFICIAL RATE) (Minit JKTK Bil 14/3(2008))**

| SSM  | Kelayakan Penerbangan<br>( <i>Flight entitlement</i> ) | Semenanjung Malaysia<br>( <i>Peninsular Malaysia</i> )                   |   |                              | Sabah, Labuan dan Sarawak<br>( <i>Sabah, Labuan and Sarawak</i> ) |   |                              |
|--|--|--|---|------------------------------|---|---|------------------------------|
|  |  | Makan<br>( <i>Meal</i> )   | Elaun Hotel<br>( <i>Hotel allowance</i> ) | Lojing<br>( <i>Lodging</i> ) | Makan<br>( <i>Meal</i> )  | Elaun Hotel<br>( <i>Hotel allowance</i> ) | Lojing<br>( <i>Lodging</i> ) |
| Pelajar Pasca Siswazah<br>( <i>Postgraduate student</i> )  | Ekonomi ( <i>Economy</i> )                             | 45   | 160                                       | 55                           | 65  | 170                                       | 60                           |
| Pelajar Ijazah Pertama<br>( <i>Undergraduate student</i> ) | -  | RM4.00 sejam atau RM40 sehari ( <i>RM4.00 per hour or RM40 per day</i> ) |   |                              |   |   |                              |

**KADAR KURSUS (COURSE RATE) (Minit JKTK Bil 14/3(2008))**

| SSM  | Kelayakan Penerbangan<br>( <i>Flight entitlement</i> ) | Semenanjung Malaysia<br>( <i>Peninsular Malaysia</i> )                   |   |                              | Sabah, Labuan dan Sarawak<br>( <i>Sabah, Labuan and Sarawak</i> ) |                           |                              |
|--|--|--|---|------------------------------|---|---------------------------|------------------------------|
|  |  | Makan<br>( <i>Meal</i> )   | Elaun Hotel<br>( <i>Hotel allowance</i> ) | Lojing<br>( <i>Lodging</i> ) | Makan<br>( <i>Meal</i> )  | Hotel<br>( <i>Hotel</i> ) | Lojing<br>( <i>Lodging</i> ) |
| Pelajar Pasca Siswazah<br>( <i>Postgraduate student</i> )  | Ekonomi ( <i>Economy</i> )                             | 45   | 130                                       | 55                           | 65  | 140                       | 60                           |
| Pelajar Ijazah Pertama<br>( <i>Undergraduate student</i> ) | -  | RM4.00 sejam atau RM40 sehari ( <i>RM4.00 per hour or RM40 per day</i> ) |   |                              |   |                           |                              |