EXAMPLE — a correctly completed expense claim

Names and figures are an example.

EXPENSE CLAIM FORM

Malaysia · RM

Claim no.: EC-2026-0031

Company Sejuk Jaya Aircond Services (example)

Staff ID S-017

Name Farid (Sales Executive)

Department Sales

Claim period 1–31 August 2026

Date submitted 2 September 2026

One line per receipt. Attach receipts in the same order.

Date	What it was for (business reason)	Category	Receipt no.	Amount (RM)
5 Aug 2026	Parking, customer visit, Setia Alam	Parking	R1	18.00
5 Aug 2026	Toll, same visit	Toll	R2	7.40
12 Aug 2026	Grab to a customer meeting in KL (car at the workshop)	Transport	R3	42.00
19 Aug 2026	Lunch with a customer (2 people), quotation follow-up	Meals with customers	R4	86.50
22 Aug 2026	Extension cable and cable ties, demo set-up at a customer site	Supplies	R5	65.00
27 Aug 2026	Parking, trade supplier meeting, Klang	Parking	R6	12.00

Total claimed **RM 230.90**

Per category (RM)

Parking	Toll	Transport	Meals with customers	Supplies	Other
30.00	7.40	42.00	86.50	65.00	—

Claimed by — name, signature, date

Farid (Sales Executive) · 2 September 2026

Approved by (not the person claiming) — name, signature, date

Sales Manager · 3 September 2026

Paid on 5 September 2026 **Payment method** Bank transfer (DuitNow) **Payment reference** DN0905-7741

Mileage for this period (148 km) is on the mileage log, paid at the company's own rate — not included in this total.

Approved by must be someone other than the person claiming. Write the payment reference on the form after you pay.

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MILEAGE LOG

Malaysia · RM

For trips in your own car · one line per trip

Name Farid (Sales Executive) **Claim period** 1–31 August 2026

Rate per km (set by your company): _____

Date	From → to	What the trip was for	Km	Amount (RM)
5 Aug 2026	Office, Shah Alam → customer, Setia Alam → office	Customer visit	38	
14 Aug 2026	Office → customer site, Puchong → office	Installation check	64	
27 Aug 2026	Office → trade supplier, Klang → office	Supplier meeting	46	

Total km 148

Total mileage (RM)

Toll and parking go on the claim form with receipts, not here.

The rate line is left blank on purpose: each company sets its own per-km rate. Amount = km × your rate.

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