EXPENSE CLAIM FORM

Malaysia · RM

Claim no.: _____

Company _____ **Staff ID** _____

Name _____ **Department** _____

Claim period _____ **Date submitted** _____

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

Date	What it was for (business reason)	Category	Receipt no.	Amount (RM)

Total claimed

Per category (RM)

Parking	Toll	Transport	Meals with customers	Supplies	Other

Claimed by — name, signature, date

_____

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

_____

Paid on _____ **Payment method** _____ **Payment reference** _____

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 ______________________________ **Claim period** ______________________________

Rate per km (set by your company): ________

Date	From → to	What the trip was for	Km	Amount (RM)

Total km ______

Total mileage (RM) ______

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

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