

EXPENSE CLAIM FORM

Malaysia · RM

Claim no.: EC-2026-0031

CompanySejuk Jaya Aircond Services (example)

NameFarid (Sales Executive)

Claim period1–31 August 2026

Staff IDS-017

DepartmentSales

Date submitted2 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

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

Farid (Sales Executive) · 2 September 2026

Sales Manager · 3 September 2026

Paid on5 September 2026Payment methodBank transfer (DuitNow)Payment referenceDN0905-7741

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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