

Malaysia · RM

Claim no.: _____

Staff ID _____

Department _____

Date submitted _____

[illegible]

Parking	Toll	Transport	Meals with customers	Supplies	Other
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Approved by (not the person claiming) — name, signature, date

Paid on

Payment method

Payment reference

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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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