Gleneagles™ KUALA LUMPUR

STAFF CLAIM FOR THE MONTH OF : Jun-15

Entity Name	Gleneagles Kuala Lumpur		
Name (per IC)		Department No	
Position		Department	

Staff No	
Staff Grade	

Vehicle no:	

Date	Particulars	Bill no	RM (A) Off.Parking	GST (6%)	RM (B) Petrol	RM (C) Subscription	GST (6%)	RM (D) Others	GST (6%)
	TOTAL		-	-	-	-	-	-	-

OVERALL SUMMARY OF CLAIM				Total RM	GST Purpose/Account Only GST (6%) RM	GST Purpose/Account Only Total RM
A.	Pg 1	Office Parking	A/C 520602	-	-	-
B.	Pg 1	Petrol	A/C 520601/607	-	-	-
C.	Pg 1	Subscription	A/C 521103	-	-	-
D.	Pg 1	Others	N/A	-	-	-
E.	Pg 2	Mileage	A/C 520601/607	-	-	-
F.	Pg 2	Travel transport	A/C 520601/607	-	-	-
G.	Pg 2	Refreshment	A/C 520229	-	-	-
H.	Pg 2	Hotel	A/C 520603/609	-	-	-
I.	Pg 2	Laundry	A/C 520613/614	-	-	-
J.	Pg 2	Toll	A/C 520602	-	-	-
K.	Pg 2	Parking (Others)	A/C 520602	-	-	-
L.	Pg 2	Air Fare	A/C 520605/611	-	-	-
M.	Pg 2	Travel Others	A/C 520613/614	-	-	-
N.	Pg4	Entertainment	A/C 701/606/612	-	-	-
TOTAL CLAIM				-	-	-
Advance/Refund (Complete if applicable)			*Less: Advances Taken			-
			*Add: Refund Finance			-
Amt Due to Staff/ (Company)						-

Note:

** Enter positive figure*

1. PLEASE ATTACH ALL ORIGNAL SUPPORTING DOCUMENT - PASTE THEM ON A4 PAPER SEQUENTIALLY. CLAIM WILL BE REJECTED IF SUPPORTING DOCUMENTS ARE NOT PASTE SEQUENTIALLY.
2. ALL COLUMNS IN EXCEL SHEET TO BE COMPLETED ACCORDINGLY
3. PLEASE COMPLETE THE CLAIM PARTICULARS VIA PC FOR SUBMISSION TO FINANCE FOR PAYMENT PROCESSING.

Claimant's signature	Checked by Dept PA/ Secretary /Immediate Superior
	Name & Signature
Date:	Date:

Approved by HOD/ COO/CEO	Claim Rejected by Finance
	Reason:
Name & Signature	Name & Signature
Date:	Date Rejected:

GST RECEIPT CLAIMS

Gleneagles™ KUALA LUMPUR

STAFF TRAVELLING CLAIM FOR THE MONTH OF Jun-15

Name (as per IC)	-		
Position	-	Department	-

Staff No	0
Staff Grade	0

Vehicle no: -

Please indicate C / M	C
(C) - Car / (M) - Motorbike	

Travel Date	Time In (Refer to @ below)	Time Out	Purpose of travel	R (Return) 1-One way (Pls indicate)	Itinerary/ Destination From	To	RM (E) Mileage KM	RM (F) Taxi/Bus/Coach/Sea RM	(F) GST 6%	B L D	RM (G) Meal allowance ** RM	(G) GST 6%	RM (H) Hotel (Accom.) RM	(H) GST 6%	RM (I) Laundry RM	(I) GST 6%	RM (J) Toll RM	(J) GST 6%	RM (K) Parking (Others) RM	(K) GST 6%	RM (L) Air Fare RM	(L) GST 6%	RM (M) Travel Others (visa, etc) RM	(M) GST 6%
					Brought forward from page Pg 2(Without Gst)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Note: Please complete Page 2(a) & 2(b) if Page 2 columns are insufficient
** Meal allowance without such details will be rejected

		Total distance (KM) <=1000		-
		Total distance (KM) > 1000		-
C - Car mileage claims	@ RM0.80 per KM - first 500KM, RM0.65 per KM for next 500KM,	0	RM	-
	@ RM0.55 for 1001 KM onwards	0	RM	-
M - Motorbike mileage claims	@ RM0.40 per KM - first 500KM, RM0.35 per KM for the rest of KM	0	RM	-
	@ RM0.25 per KM for the rest of KM	0	RM	-
			TOTAL RM	-

Claimant's signature
Date:

Checked by Dept PA/ Secretary / Immediate Superior
Name & Signature
Date:

Please indicate "B" "L" or "D" for meal allowance.
B= Breakfast, L = Lunch and D = Dinner

PLEASE ATTACH ALL ORIGINAL RECEIPTS.

WITHOUT GST RECEIPT CLAIMS

Gleneagles™ KUALA LUMPUR

STAFF TRAVELLING CLAIM FOR THE MONTH OF Jun-15

Name (as per IC)	-		
Position	-	Department	-

Staff No	0
Staff Grade	-

Vehicle no:	-

Travel Date	Time In	Time Out	Purpose of travel	R-(Return) 1-One way (Pls indicate)	Itinerary/ Destination		A/C 520601	A/C 520601	A/C 520604		A/C 520603	A/C 520613/614	A/C 520602	A/C 520602	A/C 520605	A/C 520613/614
	[Refer to @ below]				From	To	(E) Mileage	(F) Taxi/Bus/Coach/Sea	B L D	(G) Meal allowance	(H) Hotel (Accomodation)	(I) Laundry	(J) Toll	(K) Parking (Others)	(L) Air Fare	(M) Travel Others (visa, etc)
							KM	RM		RM	RM	RM	RM	RM	RM	RM
C/f to Page 2							-	-		-	-	-	-	-	-	-

Note: Please complete Page 2(b if Page 2(a) columns are insufficient

Claimant's signature	Checked by Dept PA/ Secretary / Immediate Superior
	Name & Signature
Date:	Date:

Please indicate "B" "L" or "D" for meal allowance.

B= Breakfast, L = Lunch and D = Dinner

PLEASE ATTACH ALL ORIGINAL RECEIPTS.

Gleneagles™ KUALA LUMPUR

ENTERTAINMENT CLAIM FOR THE MONTH OF Jun-15

Name (as per IC)	-		
Position	-	Department	-

Staff No	0
Staff Grade	-

No	Date	Bill No	Purpose	Name of Guest	Position	Organisation	Location of Entertainment	Category of Guest	Amount (RM)	For GST Purpose / Account Only		
										GST	GST 6%	TOTAL
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									Sub Total	-		-	-
									Brought forward from page 5 if any	-		-	-
									TOTAL	-		-	-

To Page 1

Claimant's signature
Date:

Checked by Dept PA/ Secretary / Immediate Superior
Name & Signature
Date:

Gleneagles KUALA LUMPUR

ENTERTAINMENT CLAIM FOR THE MONTH OF Jun-15

Name (as per IC)	-		
Position	-	Department	-

Staff No	0
Staff Grade	-

No	Date	Bill No	Purpose	Name of Guest	Position	Organisation	Location of Entertainment	Category of Guest	Amount (RM)	GST	For GST Purpose / Account Only GST 6%	TOTAL
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						C/f to Page 4	TOTAL		-		-	-

To Page 4

Claimant's signature
Date:

Checked by Dept PA/ Secretary / Immediate Superior
Name & Signature
Date:

Gleneagles™
KUALA LUMPUR

RECEIPT DOCUMENTATION(GST)

Entity Name	Gleneagles Kuala Lumpur	**Staff Number**	0
Name (per IC)	-	**Department No**	0
Department	-	**Page**	

Gleneagles™ KUALA LUMPUR		RECEIPT DOCUMENTATION (WITHOUT GST)	
Entity Name	Gleneagles Kuala Lumpur	**Staff Number**	0
Name (per IC)	-	**Department No**	0
Department	-	**Page**	

1 ALL TRAVELLING AND ENTERTAINMENT CLAIMS TO USE THIS FORM

2 PLEASE ATTACH ALL ORIGNAL SUPPORTING DOCUMENT - PASTE THEM ON A4 PAPER SEQUENTIALLY.
CLAIM WILL BE REJECTED IF SUPPORTING DOCUMENTS ARE NOT PASTE SEQUENTIALLY.

3 ALL COLUMNS IN EXCEL SHEET TO BE COMPLETED ACCORDINGLY

4 PLEASE COMPLETE THE CLAIM PARTICULARS VIA PC FOR SUBMISSION TO FINANCE FOR PAYMENT PROCESSING.

5 THE CLAIMS SHOULD BE CHECK BY PA/SECRETARY/SUPERIOR

6 TO GET APPROVAL FROM HOD / DCEO / CEO

7 FC WILL VERIFY BEFORE SEND TO AGNES (SR EXEC-PAYROLL) TO PROCEED WITH PAYMENT

8 THE CLAIMS FORM SHOULD REACH FINANCE LATEST BY 15TH TO BE INCLUDED IN THE SAME MONTH SALARY
ANY CLAIMS RECEIVED LATER THAN 15TH WILL BE PROCESSED IN THE FOLLOWING MONTH