|  |
| --- |
|  **CIAST KP5.2** |
| **TUNTUTAN ELAUN PERJALANAN DALAM NEGERI** |
| **BAGI BULAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **A. MAKLUMAT PEGAWAI** |
| **NAMA (HURUF BESAR)** |   |   |   |   |   |   |
| No. Kad Pengenalan |   |   |   |   |   |   |
| No. Gaji |   |   |   |   |   |   |   |
| No Telefon |   |   |   |   |   |   |   |
| Alamat emel |   |   |   |   |   |   |   |
| Gred/Kategori/Kumpulan |   |   |   |   |   |   |
| Pendapatan (RM) |   | Gaji |   | RM 0.00 |   |   |   |
|   |   |   | Elaun-elaun |   | RM 0.00 |   |   |   |
|   |   |   | Elaun Memangku | RM 0.00 |   |   |   |
|   |   |   | Jumlah Pendapatan | RM 0.00 |   |   |   |
| Nama Bank |   |   |   |   |   |   |   |
| Cawangan Bank |   |   |   |   |   |   |   |
| No. Akaun Bank |   |   |   |   |   |   |   |
| Kenderaan |   | Jenis/Model  | : |   |   |   |   |
|   |   |   | No. Pendaftaran  | : |   |   |   |   |
|   |   |   | Kuasa (C.C)  | : |   |   |   |   |
|   |   |   | Kelas Tuntutan  | : | A / B / C / D / E (\*\*) |   |   |
| Alamat Pejabat |  |
| Alamat Rumah |  |
| (\*\*) potong yang tidak berkenaan |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  **B. KENYATAAN TUNTUTAN** |  |  |
| **Tarikh** | **Waktu** |  **Tujuan / Tempat** | **Jarak (km)** | **Jumlah (RM)** |
| **Bertolak** | **Sampai** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   |  |  |  |  |  |   |   |
|   |   |   | Disahkan bahawa tiada tuntutan lain selain daripada tuntutan bulan ………………………………. ini sahaja. |   |   |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|   |   |   |  |  |  | **JUMLAH** | **0** | **0.00** |

|  |
| --- |
| **C. TUNTUTAN ELAUN PERJALANAN KENDERAAN(OL 21104)** |
| Jumlah Kilometer X Sen / Kilometer | Jumlah (RM) |
| 500km pertama | : | 0 | km |   | X |  sen/km  | 0.00 |
| 501km - 1000km | : | 0 | km |  | X | sen/km  | 0.00 |
| 1001km - 1700km | : | 0 | km |  | X | sen/km  | 0.00 |
| 17001km dan seterusnya | : | 0 | km |  | X | sen/km  | 0.00 |
| **JUMLAH(KM)** |   |   |   |  |  | **JUMLAH(RM)** |  | **0.00** |
|  |  |   |   |   |  |  |  |  |  |
| **D. TUNTUTAN ELAUN MAKAN DAN HARIAN(OL21101)** |
| 0 | x Elaun Makan sebanyak |  |   | Sehari (Semenanjung) |   | 0.00 |
|   |  |  |  |  |  |  |  |   |
| 0 | x Elaun Makan sebanyak |  |  | Sehari(Sabah / Sarawak) |  | 0.00 |
|   |  |  |  |  |  |  |  |   |
| 0 | x Elaun Harian sebanyak |  |  | sehari |  |  | 0.00 |
|   |   |   |   |   |   |   | **JUMLAH** | **0.00** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **E. TUNTUTAN BAYARAN SEWA HOTEL (BSH) / ELAUN LOJING(OL21102)** |
| 0 | hari x Bayaran Sewa Hotel sebanyak  | RM |  sehari | 0.00 |
|   | Bayaran Perkhidmatan dan Cukai Perkhidmatan(OL21199) |  | 0.00 |
| 0 | hari x Elaun Lojing sebanyak |   | RM |  sehari | 0.00 |
|   |   |   |   |   |   |   | **JUMLAH(RM)** | **0.00** |

|  |
| --- |
| **F. TUNTUTAN TAMBANG PENGANGKUTAN AWAM (\*)** |
| Teksi(OL21104) | [ Resit : |   |   |   |   | ] |   |  |
| Bas(OL21104) | [ Resit : |  |  |  |  | ] |  |  |
| Kereta Api(OL21103) | [ Resit : |  |  |  |  | ] |  |  |
| Teksi(OL21104) | [ Resit : |  |  |  |  | ] |  |  |
| Terbang(OL21106) | [ Resit : |  |  |  |  | ] |  |  |
| Feri(OL21105) | [ Resit : |  |  |  |  | ] |  |  |
| Lain-lain |  | [ Resit : |  |  |  |  | ] |  |  |
|   |   |   |   |   |   |  | **JUMLAH(RM)** | **0.00** |
|  |  |  |  |  |  |  |  |  |  |
| **G. TUNTUTAN PELBAGAI (\*) (OL21199)** |
| Tol |   |   | [ Resit : | Seperti di Lampiran B | ] |  |
| Tempat Letak Kereta |  | [ Resit : |  |  |  |  | ] |  |
| Dobi |  |  | [ Resit : |  |  |  |  | ] |  |
| Pos |  |  | [ Resit : |  |  |  |  | ] |  |
| Telefon, Teleks, Faks |  | [ Resit : |  |  |  |  | ] |  |
| Kerugian pertukaran wang asing | [ Resit : |  |  |  |  | ] |  |
| (@3%)[Bagi Singapura, Selatan Thailand, Kalimantan dan Brunei Darussalam |  |  |
| sahaja] |  |  |  |  |  |  |  |  |  |
|   |   |   |   |   |   |  | **Jumlah(RM)** | **0.00** |
|   |   |   |   **JUMLAH TUNTUTAN** | **0.00** |

|  |
| --- |
| **H. PENGAKUAN** |
|   | Saya mengaku bahawa |
|   |   |
|   | (a) Perjalanan pada tarikh-tarikh tersebut adalah benar dan telah dibuat atas urusan rasmi; |
|   | (b) Tuntutan ini dibuat mengikut kadar dan syarat seperti yang dinyatakan di bawah peraturan- |
|   |  peraturan bagi pegawai bertugas rasmi dan/atau pegawai berkursus yang berkuatkuasa  |
|   |  semasa; |
|   |   |
|   | (c) Perbelanjaan yang bertanda (\*) berjumlah sebanyak RM 0.00 sebenarnya |
|   |  dilakukan dan dibayar oleh saya; |
|   |  |
|   | (d) Panggilan telefon sebanyak RM.............................dibuat atas urusan rasmi; dan | 0.00  |
|   |  |
|   | (e) butir-butir seperti yang dinyatakan di atas adalah benar dan saya bertanggungjawab terhadapnya. |
|  |
|   | Tarikh :  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|   |     (Tandatangan Pegawai) |
|  |  |  |  |  |  |  |  |  |  |
| **I. PENGESAHAN** |
|  |
|   | Adalah disahkan bahawa perjalanan tersebut adalah atas urusan rasmi. |
|  |
|   | Tarikh:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|   (Tandatangan Ketua Program) |
|   |  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|   |  |  |  | b.p Ketua Setiausaha/ |
|   |  |  |  |  Pegawai Pengawal |
| **PENDAHULUAN DIRI (Jika ada)** |
|   |  |
|   | Pendahuluan Diri diberi |  |  |  | RM: |
|   |   |
|   | Tolak: Tuntutan sekarang |  |  | RM: |
|   |  |
|   | Baki dituntut/Baki dibayar balik |  |  | RM: |
|   |  |
| **CATATAN:** |
|  | (\*) - Jika pegawai memilih untuk tidak menerima SSB |
|  | (\*\*) - potong mana yang tidak berkenaan. |

|  |
| --- |
| CIAST KP 5.2 - Lampiran A |
|  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| SURAT MAKLUMAN PENEMPATAN LATIHAN SANGKUTAN INDUSTRI |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| CIAST KP 5.2 - Lampiran B |
| PENYATA TOUCH N GO ( dicetak secara atas talian) |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| **SENARAI SEMAK TUNTUTAN ELAUN PERJALANAN CIAST** |
| **BIL** | **PERKARA** | **SEMAKAN** |
| 1 | Maklumat Pegawai Bahagian A lengkap |   |
| 2 | Kelas Tuntutan betul (A / B / C / D / E) |   |
| 3 | Kadar tuntutan mengikut kelayakan pegawai |   |
| 4 | Rekod Kehadiran |   |
| 5 | Surat Penempatan LSI |  |
| 6 | Surat Pengesahan Tuntutan Bayaran Elaun Bagi Mengikuti LSI |   |
| 7 | Salinan Buku Bank / Penyata Bank Akaun Gaji (**nama, no. kad pengenalan & no. akaun jelas**) |  |
| 8 | Salinan Kad Pengenalan |  |
| 9 | Salinan Penyata Gaji Terkini  |   |
| 10 | Akuan resit asal **hendaklah disahkan sendiri oleh pegawai penuntut** (lekatkan pada format RESIT) seperti resit TOL/PENYATA TOUCH N GO, HOTEL, DOBI, TEKSI, PARKIR. |   |
| 11 | Penyata Kad Touch & Go yang dicetak secara atas talian di portal Touch & Go (kad yang didaftar atas nama sendiri sahaja) |   |
| 12 | Surat Kebenaran menggunakan Kenderaan Sendiri Melebihi 240 km (sekiranya ada & disahkan oleh CIAST) |   |
| Saya mengesahkan dokumen tuntutan elaun perjalanan ini telah disemak dan didapati teratur. |
| Tandatangan Pegawai : …………………………………. Tarikh : …………………………………... |
| **Cop akuan terima Unit Kewangan :** |
| **KUIRI UNIT KEWANGAN** |