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| **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 | | | | | | | | |

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

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| **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** |
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| **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** |

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| **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** |

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| **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. | | | | | | |
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|  | Tarikh :    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
|  | (Tandatangan Pegawai) | | | | | | |
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| **I. PENGESAHAN** | | | | | | | |
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|  | Adalah disahkan bahawa perjalanan tersebut adalah atas urusan rasmi. | | | | | | |
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|  | Tarikh:    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| (Tandatangan Ketua Program) | | | | | | | |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
|  |  |  |  | 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. | | | | | | | | |

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| CIAST KP 5.2 - Lampiran A | | | | | | | | | | |
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| SURAT MAKLUMAN PENEMPATAN LATIHAN SANGKUTAN INDUSTRI | | | | | | | | | | |
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| CIAST KP 5.2 - Lampiran B | | | | | | | | | | |
| PENYATA TOUCH N GO ( dicetak secara atas talian) | | | | | | | | | | |
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| **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** | | |