



UiTM TECHNOVENTURE

# RECONCILIATION/CLAIM APPLICATION

UNLOCKING TALENT  
DELIVERING RESULTS

UiTM TECHNOVENTURE SDN. BHD. Registration No. 201101020378 (948513-M)

Project no. : UTVSB/CS/P. \_\_\_\_\_

Doc Date : \_\_\_\_\_

For UTV use only (Receive date)
------------------------------------

**UiTM Technoventure Sdn. Bhd. (948513-M)**  
Ground Floor, UiTM-MTDC Technopreneur Centre  
Universiti Teknologi MARA (UiTM)  
40450 Shah Alam

(Please tick and complete the information below)

Reconciliation (for those who has received advance)

Claim/Reimbursable

**PROJECT TITLE:** \_\_\_\_\_

**NAME PROJECT LEADER :** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_

**STAFF ID :** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_ **IC/PASSPORT NO:** \_\_\_\_\_

**BANK NAME :** \_\_\_\_\_ **ACCOUNT NO :** \_\_\_\_\_

**ADVANCE RECEIVED (RM) :** \_\_\_\_\_ **ADVANCE RECEIVED DATE :** \_\_\_\_\_

**EXPENDITURE PURPOSE :** \_\_\_\_\_

- \* Please submit to UTV the relevant documents and receipts and copy of IC and 1st page of bank statement (for 1st time application).
- \* For purchase RM10,000 and above in a single receipt, please follow the project procurement procedure.
- \* No meal allowance is given. Consultant must submit the F&B receipts for meal expenses during reconciliation/claims.
- \* Compulsory to fill up all information and justification at each receipts to avoid payment delay.
- \* Please complete your reconciliation as soon as possible after received your advance.

RECEIPT CATEGORY	A. TOTAL (RM)	B. REASON/JUSTIFICATION
Food & Beverages		Justification: (Please attach the F&B, Meeting & Hotel Appendix-3)
Printing/Project Materials		
Rental		
Project/ICT Equipments		
Token/wages paid		Justification: (Please attach the Token & Wages Proof of Payment Appendix-4)
Hotels		Justification: (Please attach the F&B, Meeting & Hotel Appendix-3)
Public Transport		
Tolls		
Others		
Mileage		Justification: (Please attach Mileage Appendix-5)

**Consultant declaration :**

I hereby declare that;

- I understand that UTV has the authority to not granted the amont requested if it is not a reasonable expenditure to UTV view.
- The information given is true and correct.

CONSULTANT (*compulsory to sign part A & B)		For UTV use only	
A. Prepared by:	B. Project Leader Endorsement:	Checked by:	Verified by:
NAME:	NAME:		
STAFF ID:	STAFF ID:		
TEL:	TEL:	DATE:	DATE:

\* Please submit complete documentation to avoid payment delay.

\* You may email us at consultancy@uitmtechnoventure.com.my.

UiTM TECHNOVENTURE SDN. BHD. (948513-M)

Ground Floor, UiTM-MTDC Technopreneur Centre, Universiti Teknologi MARA (UiTM), 40450 Shah Alam, Selangor, Malaysia.

Form No: UTV/OPR/F-07/001  
REV: 001