

RECONCILIATION/CLAIM APPLICATION

(Receive date) Ground Floor, UITM-ATDC Technopreneur Centre Universitit Teknologi MARA (UITM) 40450 Shah Alam (Please tick and complete the information below) Reconciliation (for those who has received advance) RECEIT TITLE: NAME PROJECT TITLE: NAME PROJECT LEADER: APPLICANT'S NAME: STAFF ID: EMAIL ADDRESS: IC/PASSPORT NO: BANK NAME: 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 B. REASON/JUSTIFICATION Justification: (Please attach the F&B, Meeting & Hotel Appendix-3) Printing/Project Materials Project/ICT Equipments Justification: (Please attach the F&B, Meeting & Hotel Appendix-3) Public Transport Justification: (Please attach the F&B, Meeting & Hotel Appendix-3) Public Transport Justification: (Please attach Mileage Appendix-5) Others Justification: (Please attach Mileage Appendix-5)	DELIVERING RES		TM TECHNOVENTURE SDN. BHD. Registration No. 201101020378 (948513-M)	
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TEL:

STAFF ID:

A. Prepared by:

NAME:

STAFF ID:

UITM TECHNOVENTURE SDN. BHD. (948513-M)

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

DATE:

Checked by:

Form No: UTV/OPR/F-07/001 REV: 001	Page: 1	
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B.Project Leader Endorsement:

Verified by:

DATE:

^{*} Please submit complete documentation to avoid payment delay.

^{*} You may email us at consultancy@uitmtechnoventure.com.my.