MILEAGE / MEAL / DAILY ALLOWANCE (APPENDIX 3)

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 complete the information below)

PROJECT TITLE: _____

_____

NAME OF PROJECT LEADER : _____

PURPOSE OF TRAVELLING : _____

Letter of Approval for travelling oversea by VC office (if relevant)		
Mileage (Car-RM1 per km / Motorcycle-RM0.70 per km) / approved rate by client / any other rate (whichever is lower)	Car	Motorcycle
Car/Motorcycle name & type:		

A: MILEAGE ***(**Do not fill in the Total (RM) field if you are claiming for meal/daily allowance only).***

DATE	TIME		DESTINATION	DISTANCE KM	TOTAL	
	DEPART	ARRIVAL			RM	CENT
			TOTAL MILEAGE (RM)			

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MILEAGE / MEAL / DAILY ALLOWANCE (APPENDIX 3)

B. MEAL AND DAILY ALLOWANCE
ELIGIBILITY AND RATES:

MEAL

- Travel outside workplace for the approved project
- An overnight stay (24 hours)
- **DOMESTIC**
  Peninsular Malaysia: RM90/day
  Sabah/Sarawak & Labuan: RM120/day
- **OVERSEAS**
  RM330/day

DAILY

- Official project travel exceeds 8 hours but less than 24 hours
- **DOMESTIC**
  Peninsular Malaysia: RM45/day
  Sabah/Sarawak & Labuan: RM60/day
- **OVERSEAS**
  RM165/day

***Where breakfast, lunch or dinner is provided by the client, organizer, hotel, Company or other party, only relevant portion of Meal Allowance can be claimed.*

MEAL	% OF ALLOWANCE ALLOWED
No breakfast provided	20%
No lunch provided	40%
No dinner provided	40%

Domestic:
_____ x Meal Allowance RM_____/day = RM_____
_____ x Daily Alowance RM_____/day = RM_____
TOTAL = RM_____

Overseas:
_____x Meal Allowance RM_____/day = RM_____
_____ x Daily Alowance RM_____/day = RM_____
TOTAL = RM_____

TOTAL MEAL & DAILY ALLOWANCE (DOMESTIC & OVERSEA) = RM_____

TOTAL ALL A + B (MILEAGE + ALLOWANCE) = **RM**_____

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

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