**UNIVERSITI TEKNOLOGI MARA**



**BORANG TUNTUTAN PERJALANAN DALAM NEGERI**

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| **UNTUK BULAN** |  | **TAHUN** |  |

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| Nama | : |  | | | | | | |
| No. Pekerja | : |  | | |  | |  |  |
| No Kad Pengenalan | : |  | | | Ibu Pejabat | | : |  |
| Jawatan |  |  | | | Bahagian | |  |  |
| Gred Jawatan | : |  | | | Kenderaan | | : |  |
|  |  | (contoh: DM45, W44 dsb) | | | (i) | Jenis | : |  |
| No. Telefon (Pejabat) | : |  | | | (ii) | Nombor | : |  |
| No. Telefon Bimbit | : |  | | | (iii) | Kuasa | : |  |
|  |  |  | | | (iv) | Kelas | : |  |
| Alamat Rumah | : |  | | | | | | |
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|  | | | | | | | | |
| No. PB 3/80 (Pindaan 1/2002) | | | : |  | Tarikh PB 3/80 | | : |  |

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| Tarikh | Waktu | | Tempat / Tujuan | Jauh | Jumlah | |
| Bertolak | Sampai | Km | RM | sen |
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|  |  |  | Jumlah kecil tuntutan-tuntutan diatas |  |  |  |
|  |  |  | Jumlah kecil tuntutan-tuntutan yang diterangkan di m/s 2 |  |  |  |
|  |  |  | Jumlah Tuntutan Hitungan KM di m/s 3 (A) | |  |  |
|  |  |  | Jumlah Perjalanan & Elaun-Elaun (B+C) | |  |  |
|  |  |  | **JUMLAH BESAR (A+B+C)** | |  |  |
| Tarikh | Waktu | | Tempat / Tujuan | Jauh | Jumlah | |
| Bertolak | Sampai | Km | RM | sen |
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| **Jumlah kecil muka surat ini** | | | |  |  |  |

**A. ELAUN PERJALANAN KENDERAAN** (21104)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bagi 500km pertama sebanyak |  | sen tiap-tiap 1 km x |  | = RM |  |
| Bagi 501km hingga 1,000km |  | sen tiap-tiap 1 km x |  | = RM |  |
| Bagi 1,001km hingga 1,700km |  | sen tiap-tiap 1 km x |  | = RM |  |
| Bagi 1,701km dan seterusnya |  | sen tiap-tiap 1 km x |  | = RM |  |
|  | |  |  |  |  |
| **JUMLAH (A) km** |  | **= RM** |  |

**B. ELAUN MAKAN / HOTEL/ LOJING**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | x Elaun Makan sebanyak (21101) | |  | RM |  | | sehari semalam | | = RM |  |
|  | x Elaun Harian sebanyak (21101) | |  | RM |  | | sehari | | = RM |  |
|  | x Elaun Hotel sebanyak (21102) | |  | RM |  | | sehari semalam | | = RM |  |
|  | x Elaun Lojing sebanyak (21102) | |  | RM |  | | sehari semalam | | = RM |  |
|  |  | |  |  |  | |  | |  |  |
| Bayaran Perkhidmatan dan Cukai Perkhidmatan Atas Sewa Hotel (21102) | | | | | | | | | = RM |  |
|  | | | | | | | | |  |  |
| Nombor Resit Hotel | |  | | | |  | | | | |
| **JUMLAH (B)** | | | | | | | | **= RM** | |  |

**C. TUNTUTAN PELBAGAI**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Tambang Kereta Api / LRT/dll | | (21103) | No. Resit |  | = RM |  |
|  | Tambang Teksi/Bas/ | | (21104) | No. Resit |  | = RM |  |
|  | Tambang **Gantian** Kapalterbang | | (21104) | No Resit |  | = RM |  |
|  | Bayaran Feri/Bot/Kapal Laut | | (21105) | No. Resit |  | = RM |  |
|  | Tambang Kapal Terbang | | (21106) | No. Resit |  | = RM |  |
|  | Tol/Bayaran Letak Kereta | | (21199) | No. Resit |  | = RM |  |
|  | Cukai Lapangan Terbang | | (21199) | No. Resit |  | = RM |  |
|  | Telefon/Telegram/Fax/Pos /Dobi | | (21199) | No. Resit |  | = RM |  |
|  | Lain-lain | |  |  |  | = RM |  |
|  |  | |  |  |  |  |  |
|  |  | **JUMLAH (C)** | | | | **= RM** |  |

**KELAS DAN KEKUATAN KENDERAAN**

*Kelas kekuatan kenderaan bagi maksud menuntut hitungan Km di bawah Pekeliling Perbendaharaan Bil 2 Tahun 2006.*

*Berkuatkuasa mulai 1 hb Januari. 2006 dan Pekeliling Perkhidmatan Bil 1 Tahun 2012.*

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| Kelas | Gaji Pegawai | Sukatan c.c  kenderaan |  | Jarak perjalanan bertugas rasmi bagi  tiap-tiap satu bulan | | | |
| 500km pertama | 501 hingga 1,000km | 1,001 hingga 1,700 km | 1,701 dan seterusnya |
| A | Tidak kurang daripada RM **2,625.45** sebulan | 1,400ss ke atas | Sen Sekilometer (Km) | 70 | 65 | 55 | 50 |
| B | Tidak kurang daripada RM **2,333.00** sebulan | 1,000ss ke atas | 60 | 55 | 50 | 45 |
| C | Tidak kurang daripada RM **1,820.75** sebulan | Di bawah 1000ss | 50 | 45 | 40 | 35 |
| D | Kurang daripada  **RM 1,820.75** sebulan | Tidak Kurang 175ss | 45 | 40 | 35 | 30 |
| E | Kurang daripada  **RM 1,820.75** sebulan | Di bawah 175 ss | 40 | 35 | 30 | 25 |

*Pekeliling Perkhidmatan Bil 1 Tahun 2012 Pekeliling Perbendaharaan Bil 2 Tahun 2006*

**PENGAKUAN PEGAWAI YANG MEMBUAT TUNTUTAN**

**Saya mengaku bahawa :**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (i) | | 1. Perjalanan pada tarikh-tarikh tersebut adalah benar dan di atas urusan rasmi Universiti. | | | | | | | | | | | | |
| (ii) | | 1. Tuntutan ini dibuat mengikut Pekeliling Perbendaharaan yang berkuatkuasa dan Perintah Am Bab ’B’ | | | | | | | | | | | | |
| (iii) | | 1. Perbelanjaan bertanda (\*) berjumlah RM | | | | |  | | | | | telah sebenarnya dilakukan | | |
|  | | dan dibayar oleh saya atas urusan rasmi tetapi resit (\*\*) tidak diperolehi / hilang dari simpanan / tidak dapat dikesan. | | | | | | | | | | | | |
| (iv) | | Panggilan telefon sebanyak RM | |  | | | | | | adalah atas urusan rasmi. | | | | |
| (v) | | Saya (\*\*) telah / tidak mengambil pendahuluan untuk lawatan ini seperti butiran beikut :- | | | | | | | | | | | | |
|  | | Pendahuluan telah diambil: | | | | | | | | | | | | |
| Rujukan : cek |  | | | = RM | | |  | | | |
|  | | Tolak : Tuntutan sekarang | | | | = RM | | |  | | | |
| (\*\*) | | Baki dituntut / baki dibayar balik | | | | = RM | | |  | | | |
|  | |  | | | |  | | |  | | | |
| (vi) | | Butir-butir dalam tuntutan saya ini adalah benar dan saya bertanggungjawab terhadapnya. | | | | | | | | | | | | |
|  |  | | | |  | | |  | | |  | | |  |
| **Tandatangan Pegawai Yang Menuntut** | | | | | | | | **Tarikh** | | | | | | |

(\*\*) Potong mana yang tidak berkenaan

**PENGESAHAN KETUA BAHAGIAN / FAKULTI / PUSAT TANGGUNGJAWAB**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Disahkan bahawa pegawai ini telah berada di | | | |  | |
| dari |  | hingga |  | | atas urusan rasmi dan butir-butir tuntutan |
| dan pendahuluan yang diambil adalah benar. | | | | | |

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| --- | --- | --- | --- |
| Tandatangan |  | Tarikh |  |
| Nama Pegawai |  | | |
| Jawatan |  | Cop Rasmi |  |