

BORANG TUNTUTAN PERJALANAN

1. Hj Mat Hj Jantan Sdn Bhd
2. Hmj Bizpoint Sdn Bhd
3. Hmj Engineering Sdn Bhd

Nama Jawatan Department

Bulan No.Kenderaan Date

Submit to : Ernie Lizawati bt Muhamad

Department Finance

Date	Time		Task assignment&Location	Transportation		Meals RM	Car Expenses (Servicing,Acc,tyre,etc)	Others (supplies,Eqpt,phove,etc)	Total RM
	Out	In		Tol(RM)	Petrol(RM)				

Employee Signature

Verified by HOD

Approved by Finance/Manager

Nama

Nama

Nama

Date

Date

Date