

MANAGEMENT SERVICES DIVISION

ALLOWANCE CLAIM FOR OUTSTATION TRANSFER

INFORMATION ON CLAIMING OFFICER					
Name:					
Passport 1	No. / Identity Card No. (*):				
Grade / Staff No.:		Post:			
Income (RM)	Salary :	Marital Status: Single / Married (*) / Others			
	Allowance:	(Please specify)			
	Total :				
	INFORMATION ON	OFFICE	RS SPOUSE		
Name:					
Passport 1	No. / Identity Card No. (*):				
Grade / Category / Rank:		Post:			
Income (RM)	Salary :	Name and Address of Ministry / Department / Agency / Employer(Private)			
	Allowance:				
	Total :				
	INFORMATION (ON DEPE	NDANTS		
Number:person (children and one maid) and the details are as follows:-					
	Name	Age (Year)	Passport No. / Identity Card No. or Birth Cert. No.		

INFORMATION ON TRANSFER								
Effective da	te of transf	er:			Actual date	of tran	sfer:	
Name and A	Address of p	previous office:			Name and A	Addres	s of new office:	
Distance fro	om previous	s and new office:		1	km			
Address of 1	previous ho	ouse:			Address of	new ho	ouse:	
			INFORM	MATIO	ON ON CLA	AIM		
()	d Allowan	ce			2.1		P14	
Before After	:	RM		-	•		RM	
After	:	RM	_X	pers	·		RM	
						Fotal :	RM	
(2) Transfer Grant : (Single / Family (*) rate)					RM			
Variable pa (3) Pay Before	•	•		_			(Receipt : RM)
After	:	RM					RM	
				r	<u> </u>		RM	
		e (For Officer on	• /				DV	
Before After	:	RMRM					RM	
After	:	KIVI	_x 3 days :				RM	
(1)						Γotal :	RM	
` ′	(i) Land						RM	
	(ii) Sea	: (Receipt No:_			ŕ)	RM	
	(iii) Air	: (Receipt No:_					RM	
					-	Γotal :	RM	

INFORMATION ON CLAIM					
Or (b) Vehicle Journe	y Allowance: Dista	nce:	km		
For:					
First 500 km	:km x	cent/km:	RM		
150 km after 500 km	:km x	cent/km:	RM		
150 km after 650 km	:km x	cent/km:	RM		
150 km after 800 km	:km x	cent/km:	RM		
150 km after 950 km	:km x	cent/km:	RM		
150 km after 1,100 km	:km x	cent/km:	RM		
150 km after 1,250 km	:km x	cent/km:	RM		
150 km after 1,400 km	:km x	cent/km:	RM		
150 km after 1,550 km	:km x	cent/km:	RM		
Every km after 1,700 km	:km x	cent/km:	RM		
Total: RM					
(5) Goods transportation fare (See Table 1)					
(i) Road : Distancekm					
For 50 km and below			RM		
200 km after 50 km	:km x	cent/km:	RM		
250 km after 200 km	:km x	cent/km:	RM		
250 km after 500 km	:km x	cent/km:	RM		
250 km after 750 km	:km x	cent/km:	RM		
250 km after 1,000 km	:km x	cent/km:	RM		
Every km after 1,000 km	:km x	cent/km:	RM		
Total : RM					
Or (ii) By Sea : (Rece	ipt No :)	RM		
		TOTAL [(1) to (5)]	RM		
M	iscellaneous Expenses [% of total (1) to (5)]	RM		
		GRAND TOTAL	RM		

CERTIFICATION					
I admit that:					
(a) Journey on the date is true;					
(b) This claim is made according to the rate officer;	b) This claim is made according to the rate and condition as stated in the currently enforced regulation for transferred officer;				
(c) Details as declared above are true and I	c) Details as declared above are true and I am responsible for them; and				
(d) With this claim, I will not make the sam	d) With this claim, I will not make the same claim to my previous / new (*) Ministry / Department / Agency.				
Date :	C'anatara				
	Signature				
	CONFIRMATION				
It is certified that the said journey is made in acc	cordance to the transfer order within the eligibility of the Officer.				
Date :	Signature				
	Name				
	Post				
ADVANCE (IF AVAILABLE)					
Advance given	RM:				
Minus : Present Claim	RM:				
Balance claimed / balance payable	RM :				

Notes: (*) Delete where applicable