



### INFORMATION ON TRANSFER

Effective date of transfer:	Actual date of transfer:
Name and Address of previous office:	Name and Address of new office:
Distance from previous and new office: _____ km	
Address of previous house:	Address of new house:

### INFORMATION ON CLAIM

**Fixed payment component:**
**(1) Food Allowance**

Before : RM \_\_\_\_\_ x \_\_\_\_\_ person x 3 days : RM \_\_\_\_\_  
 After : RM \_\_\_\_\_ x \_\_\_\_\_ person x 5 days : RM \_\_\_\_\_

Total : RM \_\_\_\_\_

**(2) Transfer Grant : (Single / Family (\*) rate)**

RM \_\_\_\_\_

**Variable payment component:**
**(3) Payment of Hotel rent (inclusive of Service Charge and Government tax) (Receipt : \_\_\_\_\_)**

Before : RM \_\_\_\_\_ x \_\_\_\_\_ person x 3 days : RM \_\_\_\_\_  
 After : RM \_\_\_\_\_ x \_\_\_\_\_ person x 5 days : RM \_\_\_\_\_

Total : RM \_\_\_\_\_

**Or Lodging Allowance (For Officer only):**

Before : RM \_\_\_\_\_ x 3 days : RM \_\_\_\_\_  
 After : RM \_\_\_\_\_ x 5 days : RM \_\_\_\_\_

Total : RM \_\_\_\_\_

**(4) Journey Fare:**
**(a) Public Transport Fare :**

(i) Land : RM \_\_\_\_\_  
 (ii) Sea : (Receipt No: \_\_\_\_\_) RM \_\_\_\_\_  
 (iii) Air : (Receipt No: \_\_\_\_\_) RM \_\_\_\_\_

Total : RM \_\_\_\_\_

**INFORMATION ON CLAIM**

**Or** (b) Vehicle Journey Allowance: Distance : \_\_\_\_\_ 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 : Distance \_\_\_\_\_ km

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 : (Receipt No : \_\_\_\_\_) RM \_\_\_\_\_

TOTAL [ (1) to (5) ] RM \_\_\_\_\_

Miscellaneous 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 and condition as stated in the currently enforced regulation for transferred officer;
- (c) Details as declared above are true and I am responsible for them; and
- (d) With this claim, I will not make the same claim to my previous / new (\*) Ministry / Department / Agency.

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature

**CONFIRMATION**

It is certified that the said journey is made in accordance 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