

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