

All travelling-related claims, including mileage, parking, toll, and other related expenses submitted, must include the following:

1. Date of claim
2. Client's (company) name
3. For claims involving the same location, event, or company, only one PIC (Person in Charge) is allowed to submit the claim.
4. All claims must be supported by receipts, invoices, or proof from email, under the claimant's name.

E-INVOICES ARE NOT COMPULSORY AT THIS STAGE BUT ARE ENCOURAGED UNTIL FURTHER NOTICE UPON GOVERNMENT ANNOUNCEMENT.

A. Car Petrol Claims

Please obtain receipts & submit claim.

Where applicable, insert client's (Company) name – visiting or visited.

B. Parking and Toll Claims

Parking and toll claims must be supported with the standard approval email (refer to Sample B).

C. TNG / Card Usage

Claims must be submitted by the TNG card owner (same name).

D. Parking Claims

If parking charges exceed RM30, a supporting explanation or approval may be required upon review.

E. Mileage / Travelling Claims

Mileage claims must be based on accurate travel distance, please use Google Maps or Google Search to calculate the distance.

For travel by Grab, proof from the email receipt must be attached.

Claims must clearly state the travel route (from where to where).

F. Overtime (OT) Submission

OT claims will need to be submitted within three (3) months from the OT date. Late submissions beyond three months will not be accepted.

All OT claims must also be submitted in chronological order, i.e. upon submission of a claim for a later period, any claims relating to earlier periods may no longer be considered for approval. For example, if OT claim for May 2025 was submitted, OT claims for April 2025 or earlier may no longer be considered.

Public holiday OT claims must obtain prior approval and the approval must be attached.

The Firm may publish a monthly list of rejected claims for learning purposes and to help.



[Sample B]

Touch 'n GO

Customer Transactions Statement

Account Name: [REDACTED]

eWallet ID: [REDACTED]

Card Type: [REDACTED]

Serial No.: [REDACTED]

Status: [REDACTED]

Generated Date & Time: 16 May [REDACTED]

Transaction Period: 03 May [REDACTED] - 16 May [REDACTED]

Offline Card Transactions

Trans No.	Date & Time	Posted Date	Tran Type	Entry Location	Entry SP	Exit Location	Exit SP	Reload Location	Trans Amount (RM)	Card Balance Entry Date (RM)
62882	13/05/2017 21:52:37	14/05/2017	Fare Usage - Toll/Bus	JPP - JAMBATAN PULAU PINANG	02_PENANG BRIDGE	JPP - JAMBATAN PULAU PINANG	02_PENANG BRIDGE		4.59	46.09
62883	13/05/2017 21:29:51	14/05/2017	Fare Usage - Toll/Bus	PLUS - JALAN DUTA	04_PLUS	PLUS - JURU	04_PLUS		35.51	50.68
62884	12/05/2017 16:50:47	13/05/2017	Fare Usage - Parking	MID VALLEY MEGA MALL	32_X06	MID VALLEY MEGA MALL	32_X06		4.00	86.19
62885	11/05/2017 20:00:50	12/05/2017	Fare Usage - Parking	PARKING CONFUCIAN SCHOOL NYP37	NY_P37	PARKING CONFUCIAN SCHOOL NYP37	NY_P37		7.00	90.19

OAC