

**BAHAGIAN TEKNOLOGI PENDIDIKAN**

## KEMENTERIAN PELAJARAN MALAYSIA

**Persiaran Bukit Kiara,**

**50604 KUALA LUMPUR.**

***Diisi dalam satu salinan***

**LAMPIRAN “A”**

**S41**

**KENYATAAN TUNTUTAN ELAUN PERJALANAN**

**DALAM NEGERI**

**BAGI BULAN**   **JUN / 2014**

Tuntutan ini mestilah dikemukakan ke Pejabat Pembayaran sebelum 8 haribulan yang berikut. Kehadiran dalam mesyuarat, kursus, seminar, bengkel dan tugas-tugas rasmi di luar ibu pejabat hendaklah disokong dengan surat jemputan.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MAKLUMAT PEGAWAI** | | | | | | |
|  | | | | | | |
| Nama (Huruf Besar): | | | | | | |
| No. Kad Pengenalan: | | | | | | |
| No. Akaun Bank : | | | | | | |
| Nama Dan Alamat Bank : | | | | | | |
| Jawatan: | | | | | Gred / SSM: |  |
| Email: | | | | No Tel Bimbit: | | |
|  | | | | | | |
|  | Gaji | **: RM** | | | | |
| Pendapatan (RM) | Elaun-elaun | **: RM** | | | | |
|  | Jumlah | **: RM** | | | | |
|  | | | | | | |
|  | Jenis / Model | | **:** | | | |
| Kenderaan | No. Pendaftaran | | **:** | | | |
|  | Kuasa(C.C.) | | **:** | | | |
|  | Kelas Tuntutan | | **: A / B / C / D / E (\*\*\*)** | | | |
|  |  | |  | | | |
| Alamat Pejabat | No. Tel:(Pej): No. Fax: | | | | | |
|  |  | | | | | |
| Alamat Rumah |  | | | | | |

|  |  |
| --- | --- |
| Objek | Amaun (RM) |
| 21101 |  |
| 21102 |  |
| 21104 |  |
| 21105 |  |
| 21199 |  |
| Jumlah besar |  |

(\*\*) - jika pegawai memilih untuk tidak menerima SSB.

(\*\*\*) - potong mana yang berkenaan

**(1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| KENYATAAN TUNTUTAN | | | | |
| **Tarikh** | **Waktu** | | **Tujuan** | **Jarak(km)**  **RM** |
| **Bertolak** | **Sampai** |
|  |  |  | **KURSUS PENGURUSAN PEROLEHAN DAN ASET ICT** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| \ |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **JUMLAH :**  **(2)** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TUNTUTAN ELAUN PERJALANAN KENDERAAN | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Bagi:** | | | | | | | | | | | | | | | | | | |
| 500 km pertama: | | |  | | km X | | |  | | | | sen/km | | | | RM | |
| 501 km - 1000 km: | | | ……….….. | | km X | | | ……... | | | | sen/km | | | | RM ............ | |
| 1001 km - 1700 km: | | | ................... | | km X | | | ........... | | | | sen/km | | | | RM ...................... | |
| 1701 km dan seterusnya | | | ................... | | km X | | | ........... | | | | sen/km | | | | RM ...................... | |
|  | | | Jumlah km | |  | | | **Jumlah RM** | | | | | | | | | |
| **PEKELILING PERBENDAHARAAN BIL.6 TAHUN 2001** | | | | | | | | | | | | | | | | | |
| Kelas (Sen) Setiap  Km | | | | Kelas  A  Sen | Kelas  B  Sen | | | | Kelas  C  Sen | | | | | Kelas  D  Sen | | | Kelas  E  Sen |
| 500 km pertama | | | | 70 | 60 | | | | 50 | | | | | 45 | | | 40 |
| 501 km - 1000 km (500 km) | | | | 65 | 55 | | | | 45 | | | | | 40 | | | 35 |
| 1001 km - 1700 km (700 km) | | | | 55 | 50 | | | | 40 | | | | | 35 | | | 30 |
| 1701 km dan seterusnya | | | | 50 | 45 | | | | 35 | | | | | 30 | | | 25 |
| \* Pekeliling ini berkuatkuasa mulai 1 Ogos 2001 | | | | | | | | |  | | | | |  | | |  |
| **TUNTUTAN TAMBANG PENGANGKUTAN AWAM** | | | | | | | | | | | | | | | | | |
| ]  [Resit | | |  | |  | | |  | | | | |  | | |  | |
| Teksi  [Resit  ] | | | ............................................... | | | | | | | | | | | | | RM ..................... | |
| Bas  ]  [Resit | | | ................................................ | | | | | | | | | | | | | RM ..................... | |
| Kereta Api  ]  [Resit | | | ................................................ | | | | | | | | | | | | | RM ..................... | |
| Feri | | | ................................................ | | | | | | | | | | | | | RM..................... | |
| Lain-lain | | | ................................................. | | | | | | | | | | | | | RM ...................... | |
|  | | |  | | | | | | | | | Jumlah | | | | RM | |
|  | | |  | | | | | | | | | | | | |  | |
| **TUNTUTAN ELAUN MAKAN / ELAUN HARIAN** | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | |  | |
| **Bagi SEMENANJUNG MALAYSIA :** | | | | | | | | | | | | | | | |  | |
|  | | X Elaun Makan sebanyak RM | | | | | ............ | | | | /hari: | | | | | RM................. | |
|  | | X Elaun harian sebanyak RM | | | | |  | | | | /hari: | | | | | RM ................ | |
| **Bagi SABAH:** | |  | | | | |  | | | |  | | | | |  | |
| ................... | | X Elaun Makan sebanyak RM | | | | | ............. | | | | /hari: | | | | | RM ................ | |
| ................... | | X Elaun harian sebanyak RM | | | | | ............. | | | | /hari: | | | | | RM ................. | |
| **Bagi SARAWAK:** | |  | | | | |  | | | |  | | | | |  | |
| .................. | | X Elaun Makan sebanyak RM | | | | | ............. | | | | /hari: | | | | | RM ................. | |
| .................. | | X Elaun harian sebanyak RM | | | | | .................... | | | | /hari: | | | | | RM .................. | |
| **(4)** | |  | | | | |  | | | | Jumlah | | | | | RM | |
| **TUNTUTAN BAYARAN SEWA HOTEL / ELAUN LOJING** | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | |  | | |
| **Bagi SEMENANJUNG MALAYSIA:** | | | | | | | | | | | | | | |  | | |
| ]  [Resit  ........... X Elaun Sewa Hotel sebanyak RM .................. /hari: | | | | | | | | | | | | | | | RM ………….. | | |
|  | ……………………………………………………………. | | | | | | | | | | | | | |  | | |
| Bayaran perkhidmatan dan Cukai Kerajaan: | | | | | | | | | | | | | | | RM .................. | | |
| **Bagi SABAH:** | | | | | | | | | | | | | | |  | | |
| [Resit  ]  ............ X Elaun Sewa Hotel sebanyak RM .................. /hari: | | | | | | | | | | | | | | | RM.................... | | |
|  | ....................................................................................... | | | | | | | | | | | | | |  | | |
| Bayaran perkhidmatan dan Cukai Kerajaan: | | | | | | | | | | | | | | | RM ................... | | |
| **Bagi SARAWAK:** | | | | | | | | | | | | | | |  | | |
| ]  [Resit  ........... X Elaun Sewa Hotel sebanyak RM ..................... /hari: | | | | | | | | | | | | | | | RM ................... | | |
|  | ........................................................................................ | | | | | | | | | | | | | |  | | |
| Bayaran perkhidmatan dan Cukai Kerajaan: | | | | | | | | | | | | | | | RM ................... | | |
|  | | | | | | | | | | **Jumlah** | | | | | **RM** | | |
|  | | | | | | | | | | | | | | |  | | |
| **Bagi SEMENANJUNG MALAYSIA:** | | | | | | | | | | | | | | |  | | |
| ............ X Elaun lojing sebanyak RM ................ / 1 hari: | | | | | | | | | | | | | | | RM ......... | | |
|  | | | | | | | | | | | | | | |  | | |
| **Bagi SABAH:** | | | | | | | | | | | | | | |  | | |
| ............. X Elaun lojing sebanyak RM .................. /hari: | | | | | | | | | | | | | | | RM ................... | | |
|  | | | | | | | | | | | | | | |  | | |
| **Bagi SARAWAK:** | | | | | | | | | | | | | | |  | | |
| ............. X Elaun lojing sebanyak RM .................. /hari: | | | | | | | | | | | | | | | RM ................... | | |
|  | | | | | | | | | | | | **Jumlah** | | | **RM** | | |
|  | | | | | | | | | | | | | | |  | | |
| **TUNTUTAN PELBAGAI** | | | | | | | | | | | | | | | | | |
| [  ] | | | | | | | | | | | | | | |  | | |
| Tol (Tuch N Go)  ]  [Resit | | | ...................................... | | | | | | | | | | | | RM | | |
| Tempat Letak Kereta  ]  [Resit | | | ........................................................... | | | | | | | | | | | | RM ................... | | |
| Dobi  ]  [Resit | | | ........................................................... | | | | | | | | | | | | RM ……………. | | |
| Pos  ]  [Resit | | | ........................................................... | | | | | | | | | | | | RM ................... | | |
| Telefon, Teleks, Faks | | | ........................................................... | | | | | | | | | | | | RM .................... | | |
|  | | |  | | | | | | | | | | | |  | | |
| Kerugian pertukaran matawang asing ( @ 3%), | | | | | | | | | | | | | | |  | | |
| bagi Singapura, Selatan Thailand, Kalimantan dan Brunei Darussalam sahaja. | | | | | | | | | | | | | | | RM .................... | | |
|  | | |  | | | | | | | | | | | |  | | |
|  | | | | | | | | | | | | **Jumlah** | | | **RM** | | |
|  | | |  | | | **JUMLAH TUNTUTAN** | | | | | | | | | **RM** | | |

**(5)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PENGAKUAN** | | | | | |
|  | | | | | |
| Saya mengaku bahawa: | | | | | |
| Perjalanan pada tarikh-tarikh tersebut adalah benar dan telah dibuat atas urusan rasmi. | | | | | |
| Tuntutan ini dibuat mengikut kadar dan syarat seperti yang dinyatakan di bawah peraturan- peraturan bagi pegawai rasmi dan atau pegawai berkursus yang berkuatkuasa semasa. | | | | | |
| Perbelanjaan bertanda (\*)sebenarnya dilakukan dan telah saya dibayar berjumlah (RM) | | | | | |
|  | | | | | |
| Panggilan telefon adalah atas urusan Urusan Kerajaan sebanyak RM \_\_\_\_\_\_ | | | | | |
| Butir-butir seperti yang dinyatakan di atas adalah benar dan saya bertanggungjawab terhadapnya. | | | | | |
| Tuntutan perjalanan & elaun-elaun berkaitan berjumlah (RM): \_\_\_\_\_\_\_ | | | | | |
|  | ……........................................  Tandatangan | | | Tarikh: | |
|  |  | | | | |
| **PENGESAHAN** | | | | | |
|  | | | | | |
| Adalah disahkan bahwa perjalanan tersebut adalah atas urusan rasmi.    Tarikh: ……………………… ……………………………………..  (Tandatangan) | | | | | | |
|  | |  |  | | | |
|  | |  | ………………………………………….  (Nama)    b.p. Ketua Setiausaha/  Pegawai Pengawal | | | |
|  | | | | | |
| **PENDAHULUAN DIRI** (Jika ada) | | | | | |
|  | | | | | |
|  | | Pendahuluan Diri diberi | | | RM ....................... |
| Tolak: | | Tuntutan sekarang | | | RM ....................... |
|  | | Baki dituntut / Baki dibayar balik (\*\*\*) | | | RM |

**(6)**