

Project Sales & Project Site Coordinator – Claimable Allowances
(Effective from Jan 2024)

1) LOCAL

No.	Description	Entitlement Limit (Per Month)		Remarks
		Manager	Staff	
1	Petrol	RM 600	RM 500	
2	Car Maintenance*	RM 300	RM 300	
3	Toll & Parking	RM 200	RM 200	Reload of Touch & Go are not allowed
4	Mobile	RM 100	RM 100	
5	Entertainment	Subject for Approval		

2) OUTSTATION **

No.	Description	Entitlement Limit		Remarks
		Manager	Staff	
1	Meal - Peninsular - East Malaysia	RM 50/day RM 80/day	RM 40/day RM 70/day	No receipt required but with Staying overnight
2	Accommodation - Peninsular - East Malaysia	RM 200/night RM 250/night	RM 150/night RM 200/night	
3	Transportation - Air - Road - Train	Standard fare and charges*** (Economy class) Taxi/Grab/Car Park - Fully reimbursement 2 nd or Economy Class - Full reimbursement		

P/S: - All monthly allowances are claimable to the amount according to ORIGINAL RECEIPT but limited to the maximum value of the entitlement.

***Car maintenance**

- Only entitled for confirmed manager/staffs.
- Monthly Entitlement *can* accumulate & by PRORATED.
- Staff who tender and resigned, will not entitled for that quarter claim on his/her last service and need to pay back the previous quarter claimed amount.

****Outstation**

- For Peninsular – Distance with more than 70km away from Office

*****Charges**

- Including Airport Taxes, Surcharges impose by services provided, Standard luggage fare & Standard seat charge but not Special Picked Seat or Hot Seat (eg AirAsia)

Exclude of : i) Meal ordering (Flight with more than 4 hours are allowed)
 ii) Excess baggage fee
 iii) Others related fee are required for special approval.

The above are subjected to review from time to time.

Approved by,



SUA KIM SENG
 Managing Director