

ERL MAINTENANCE SUPPORT SDN BHD

Co. Reg. No. 199901023674 (498574-T)



FINANCE AND ADMINISTRATION DEPARTMENT




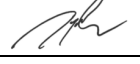

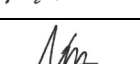
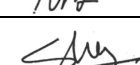



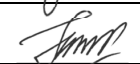


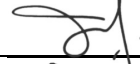

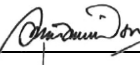



**ADVANCE REQUEST AND CLAIM MANAGEMENT
PROCEDURE**

Ref. No. G00.OMA.M11160.CD.1019.A

ERL Maintenance Support Sdn Bhd Co. Reg. No. 199901023674 (498574-T)

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Release

Released:	Thomas Georg Baake	Chief Executive Officer	18.10.22	f 
Checked:	Sukhbir Singh	Safety & Security	18 Oct 2022	
Checked:	Ham Mow Wai	Maintenance	18.10.22	f 
Checked:	Anthony Arokianathan	Wayside	18.10.22	f 
Checked:	Jayarajah Savarimuthu	Rolling Stock & Engineering	18.10.22	
Checked:	Norazman Abu Hassan	Rolling Stock	05.10.22	
Checked:	Muhammad Dzulfaqar Yusoff	Project & Engineering	5/10/2022	 f
Checked:	Noel Devan Sawnthara Pandian	Systems	5 Oct 2022	
Checked:	Abdul Halim Baharom	Infrastructure	17.10.2022	
Checked:	James Boudville	Operations	6.10.22	
Checked:	Norhandee Nordin	Drivers & Stations	17.10.2022	
Checked:	Omar Zakir Ibrahim	Operations Control Centre	04.10.22	
Checked:	Raefendy Ismail	Material Management	4.10.2022	
Checked:	Gan Lee Hong	Procurement	03.10.22	
Checked:	Suriani Farisa Md Isa	Human Resource	14.10.2022	
Checked:	Haryati Khalil	CEO Office - Management Representative	30.9.2022	
Checked:	Muhammad Azim Abdullah	CEO Office – Document Controller	30.9.22	
Checked:	Nauwalah Amat Mustakim	Finance & Administration	28/9/22	
Author:	Aneeda Azman	Finance & Administration	27/09/22	
	Name	Dept.	Date	Signature

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin.

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Change Record and Configuration Control

A	27 Sep 2022	Revised as per organization chart dated 1 Feb 2021. Re-profile as version A due to restructuring of the department. Change to Finance and Administration Department. This procedure supersedes the previously released procedure G00.OMA.M11160.CD.1001.D. Abolish Departmental advance handle by Admin and streamline with advance processed by Finance. Revised Cash Advance Request form and Claim form.	Aneeda/Fauzana
D	8 Sep 2020	Revised as per New Organization chart effective 27 July 2020. Included process during work from home and listing of Personnel for Petty Cash Disbursement. Included Zero-Tolerance Against Bribery and Corruption Clause.	Aneeda
C	10 Apr 2019	Revised as per New Organization chart dated 1 April 2019. Updating on abolishment of Goods & Service Tax requirement and reflecting the latest practice.	Aneeda
B	20 Apr 2017	Overall update to reflect current process flow. Change procedure title from Petty Cash Procedure to Advance Request and Claim Management Procedure. Adoption of Online Bank Transfer process New Procedure template released by QMD via email dated 1 March 2017.	Aneeda/Fauzana
A	4 Sep 2012	Re-profile as version A due to the partner code has changed from OMB to OMA. Revised the procedure to adopt the latest practice. This procedure supersedes the previously released procedure G00.OMB.M11160.CD.0013.C.	Fauzana
C	17 Mar 2010	Include cash usage for payroll matters and travel expense claim. Include new item under Exclusion Petty Cash	Fauzana

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		Claims (complimentary ticket).	
B	15 Dec 2008	Removed PRC departmental advance and included Rounding Mechanism implemented by the Malaysian Government.	Nauwalah
A	23 Oct 2007	This procedure is profiled as version A because the partner code has changed from OMA to OMB. Revised the procedure to adopt the latest practice. New Departmental Petty Cash Form created for ADM unit. Include procedure for salary payment for late hire staff and allowance payment for Industrial Trainee.	Alias
A	10 Mar 2006	Total review. Revise the procedure from paragraph to point form & table form. Update the process flow and forms. This procedure is profiled as Version A because the partner code has changed from OMB to OMA.	Alias
B	12 Jan 2005	Total review. Include staff advance, flow chart and approving authority level.	Sharon Lee
A	28 Jan 2004	Total review. Include staff advance and flow chart. This procedure is profiled as Version A because the partner code has changed from OMA to OMB.	Sharon D'Cruz
B	21 Feb 2003	Review (under Accounts Department, Doc. No. G00.OMA.M11160.DK.0001.B)	Philip Chan
A	10 Nov 2000	New (under Commercial Department, Doc. No. G00.OMA.M11160.DK.0001.A)	Eddie Rumpza
Revision	Date	Modification	Name

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Planning Of Changes Reference For Revision: G00.OMA.M11160.CD.1019.A

Issues To Consider	Checked (<i>Please mark X</i>)				Remarks
1) Are there any negative impact?	YES		NO	X	
2) Will the integrity of QEMS be affected?	YES		NO	X	
3) Resources available?	YES	X	NO		
4) Allocation or relocation of responsibilities and authorities required?	YES	X	NO		Abolish Departmental Advance handle by Admin. Refer to clause 3.4.

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1 Purpose

This procedure serves as a guideline to establish control and process flow in relation to advance requests, settlement of advance and submission of claims by E-MAS staff.

Abbreviation used in this procedure:

ADM	Finance & Administration Department - Administration Unit
CEO	Chief Executive Officer
Department codes	Department codes as per Documentation Manual Procedure G00.OMM.M11160.BT.1007.*
EDMS	Electronic Document Management System
E-MAS	ERL Maintenance Support Sdn Bhd Co. Reg. No. 199901023674 (498574-T)
FAD	Finance & Administration Department
FIN	Finance & Administration Department - Finance Unit
HOD	Head of Department
HRD	Human Resource Department
USER	Requesting Department / Budget Owner / Project Manager

2 Scope, Distribution & Access

This procedure covers all steps required to facilitate advance, claims and reimbursement for business related requests. The steps detailed in this procedure are illustrated in the Appendix A – Flow Chart of Individual Advance Requisition and Settlement and Flow Chart of Expenses Claim (Ref. No.: G00.OMA.M11160.CC.1012.*).

This procedure shall be read by all E-MAS staff and shall be distributed company-wide. Access is available in E-MAS portal for all staff and in EDMS for all EDMS users.

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3 Advance

3.1 Usage of Advance

Advance is to be used under the circumstances, where:

- i. There are no credit terms (i.e.: cash on delivery); or
- ii. Payment for creditors whose amount is less than RM100; or
- iii. Advance payment is required on an urgent basis and not exceeding RM2,000 (for RM2,001 and above require CEO approval); or
- iv. Hospitalization gift for E-MAS staff

3.2 Advance Request

Advance request is defined as money taken in advance for company related purchases.

There are three (3) types of advance:

- Individual advance
- Company vehicle related items
- Business Travel advance

3.3 Individual Advance Requisition and Settlement

Advance Requisition	Advance Settlement
<p>Conditions:</p> <ol style="list-style-type: none"> 1. There are no credit terms (i.e.: cash on delivery); or 2. Payment for creditors whose amount is less than RM100; or 3. Advance payment is required on an urgent basis not exceeding RM2,000 (for RM2,001 and above require CEO approval); or 4. Hospitalization gift of not more than RM100 for E-MAS staff. Refer memo staff welfare (OMH.STF.M11785.19422) 5. If the advance is needed for other purposes than that described, a justification shall be indicated in the Advance Request and 	<ol style="list-style-type: none"> 1. To settle with FIN within seven (7) business days from the day the advance was taken or official receipt date, whichever is earlier

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Advance Requisition	Advance Settlement
<p>Expenses Claim Form, i.e Advance request section</p> <p>6. The disbursement of advance requires FAD HOD's approval except for business entertainment related item, which shall be at CEO discretion</p> <p>7. Examples of business entertainment are:</p> <ul style="list-style-type: none"> i. Annual Department Gathering¹ ii. Yearly Management Review Meeting iii. E-MAS Family Day iv. Safety, Health & Environment Day <p>8. The request of the above shall be supported with an approved memo by the CEO</p> <p>Steps:</p> <ol style="list-style-type: none"> 1. Fill up the Advance Request and Expenses Claim Form (Ref. No.: G00.OMA.M11160.JM.1009.*); i.e Advance request section 2. Verified and approved by Applicant's HOD 3. Submit to FIN for checking 4. Verified by HRD (for HR and training related items) or ADM Note: Advance request shall be processed by FIN within 2 working days upon receiving verified form from HRD or ADM 5. Approved for payment by FAD HOD/CEO 6. FIN to check and release the money via Cash/Online Bank Transfer 	<p>Steps:</p> <ol style="list-style-type: none"> 1. Fill up the Advance Request and Expenses Claim Form (Ref. No.: G00.OMA.M11160.JM.1009.*); i.e Expense claim section 2. Approved by Claimant's HOD 3. Submit to FIN 4. Verified by HRD (for HR and training related items) or ADM 5. Checked and approved for payment by FAD HOD 6. Settlement (offsetting the advance taken against actual claims) and release the money via cash/Online Bank Transfer on 10th or 25th of the month

¹ Refer to Section 13 for information of referred documents, item 6
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3.4 Company Vehicle Related Items Advance Requisition and Settlement

Advance Requisition	Advance Settlement
<p>Conditions:</p> <ol style="list-style-type: none"> 1. This advance is only applicable for monthly recurring company vehicle expenses; not exceeding RM50 2. List of items are: <ol style="list-style-type: none"> a) Vehicle washing b) Manual re-fuel c) Minor repairs d) Change battery for car remote control e) Parking f) Police report (car accident/incident) <p>Steps:</p> <ol style="list-style-type: none"> 1. Fill up the Company Vehicle Related Items Advance Request and Expenses Claim Form (Ref. No.: G00.OMA.M11160.JM.1008.*), i.e Advance request section 2. Submit to FIN for checking (FIN to verified with ADM) 3. Approved for payment by FAD HOD 4. FIN to release the money via cash 	<ol style="list-style-type: none"> 1. To settle with FIN within seven (7) business days from the day the advance was taken or official receipt date, whichever is earlier <p>Steps:</p> <ol style="list-style-type: none"> 1. Fill up the Company Vehicle Related Items Advance Request and Expenses Claim Form (Ref. No.: G00.OMA.M11160.JM.1008.*), i.e Expense claim section 2. Approved by Claimant's HOD 3. Submit to FIN 4. Check and verified by ADM 5. Approved for payment by FAD HOD 6. Settlement (offsetting the advance taken against actual claims) and release the money via cash (if any)

3.5 Business Travel Advance Requisition and Settlement

Refer to **Business Travel Procedure**².

For approval authority, kindly refer to clause 7.

² Refer to Section 13 for information of referred documents, item 1
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4 Advance Holder Responsibility

Upon acknowledging receipt of the advance, the employee automatically has assumed the responsibility to keep the amount safe and administer its utilization with proper care.

If the amount is lost or stolen, an official letter has to be submitted to FAD HOD and copied to respective HOD, containing the following details:

- Employee particulars
- Department
- Purpose of advance taken
- Details of the incident
- Amount lost or stolen
- Signature of employee and respective HOD
- Police report (within 24 hours from the incident occurs)
- Other supporting documents, if any

The employee concerned shall be fully accountable for the amount lost/stolen and should reimburse the amount to company. If employee were found to be negligent to keep the cash safe, action shall be taken in line with the **Industrial Relations Procedure**³

4.1 Commercial Insurance Claims Process

FIN will liaise with ADM for insurance claim process. Required documents shall then be forwarded to ADM for Insurance purposes as per **Commercial Insurance Claims Procedure**⁴.

5 Expenses Claim

5.1 General

Expenses claim is defined as reimbursement to employee for expenses paid on behalf of the company.

³ Refer to Section 13 for information of referred documents, item 7

⁴ Refer to Section 13 for information of referred documents, item 2

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Below are the steps for seeking reimbursement on various conditions:

Conditions	Steps
<ol style="list-style-type: none"> 1. All claims must be made within one (1) month from the date of the official receipt. Any claims submitted after one (1) month shall not be entertained 2. FIN will reimburse the claim every bi monthly (i.e.: 10th and 25th of the month) 3. Notification shall be sent via email to the claimant from bank indicating that the claim has been transferred to staff account 	<ol style="list-style-type: none"> 1. Fill up the Advance Request and Expenses Claim Form (Ref. No.: G00.OMA.M11160.JM.1008.*), i.e Expense claim section 2. Attach together with the original receipts and other supporting documents as required 3. Approved by Claimant's HOD (see Note below) 4. Submit to FIN 5. Verified by respective budget owner, i.e FAD/HRD HOD (HR and training related item only) 6. Checked and approved for payment by FAD HOD 7. FIN to reimburse the money on 10th or 25th of the month as per Payment Procedure⁵ <p>Note: HOD to verify the claim are genuine purchase and correct in accordance with Company Regulation before approving the claim.</p>

5.2 Business Travel Expense Claim

Refer to **Business Travel Procedure**⁶.

Note:

- i. Completed Travel Expense Claim Forms duly approved and verified by ADM forwarded to FIN for payment process

⁵ Refer to Section 13 for information of referred documents, item 8

⁶ Refer to Section 13 for information of referred documents, item 1
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- ii. FIN to reimburse the money on 10th or 25th of the month as per **Payment Procedure**⁷

6 Exclusion and Reimbursement paid through payroll

Claims processed by FIN **shall not apply** to the expenses/reimbursement of the following procedures, which are paid through payroll:

Personnel Costs
a) Payroll and Salary Management Procedure ⁸ : <ul style="list-style-type: none">i. Medicalii. Dentaliii. Opticaliv. Others – Complimentary Ticket (Ref. No.: OMH.STF.M11700.11140)
b) Telecommunication Facilities Procedure ⁹ . <ul style="list-style-type: none">i. Claim for Handphone Purchase Reimbursement

7 Approval Authority

All request for cash advance and expenses claim require approval as per the **Signature Mandate Regulation Procedure**¹⁰.

8 Cash Receipts

This is only applicable for refund/payment received for the following items:

- Lost of medical card;
- Refund of staff benefits (e.g. exceed limit of medical, optical and dental benefits); and
- Other payments to E-MAS (e.g. short notice in lieu)

⁷ Refer to Section 13 for information of referred documents, item 8

⁸ Refer to Section 13 for information of referred documents, item 9

⁹ Refer to Section 13 for information of referred documents, item 11

¹⁰ Refer to Section 13 for information of referred documents, item 10

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E-MAS Official receipts (Ref. No.: G00.OMB.M13311.ER.0001.*) shall be issued and stamp received upon receiving the money.

9 Rounding Mechanism

The Malaysian Government announced the introduction of a Rounding Mechanism to the nearest multiple of 5 sen for over-the-counter payments to be fully implemented by 1 April 2008. The Rounding Mechanism only applies to the total amount of a bill and not on individual items. In the Rounding Mechanism exercise, the total amount of a bill, which ends in 1, 2, 6 and 7 sen, will be rounded down while the total bill which ends in 3, 4, 8 and 9 sen will be rounded up to the nearest multiple of 5 sen.

The table below illustrates the Rounding Mechanism works, extracted from Bank Negara website (www.bnm.gov.my):

Bill ends in sen	Round off to the nearest 5 sen	Total amount	
		Total amount before rounding (RM)	Total amount after rounding (RM)
1, 2	Down	82.01	82. <u>00</u>
		82.02	
3, 4	Up	82.03	82. <u>05</u>
		82.04	
6, 7	Down	82.06	82. <u>05</u>
		82.07	
8, 9	Up	82.08	82. <u>10</u>
		82.09	

10 Staff Banking Details & Personal Data Protection Act 2010 (PDPA)

All Online Bank Transfer payment for claims shall be made directly to the staff bank account. Staff banking details shall be according to existing records maintain in HR payroll database.

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All employees shall indicate their consent of releasing banking details by ticking (√) the box indicated in the form before FIN is able to process the payment via Online Bank Transfer.

I hereby authorized E-MAS Human Resources (HRD) to disclose my bank account details to Finance & Administration Department (FAD)

HRD shall release information limited to staff Account No and Name of Bank only. This is governed under the Personal Data Protection Act 2010 (PDPA).

11 Process Flow During Movement Control Order (MCO) / Pandemic Situation

On 16th March 2020, Malaysian Government has announced a Movement Control Order (MCO) as a preventive measure to the COVID-19 pandemic in Malaysia. In line with this, management has decided office-based staff to work from home. Thus, changes to the current practice were made for advance request, settlement of advance and submission of claims by E-MAS employee during any kind of MCO/pandemic situation.

Refer to Appendix B - Flow Chart of Advance Requisition and Settlement during Work from Home and Flow Chart of Expenses Claim during Work from Home (Ref. No.: G00.OMA.M11160.CC.1013.*).

In the event where E-MAS required to work from home, the following steps will take place:

- a) Employee to forward forms and supporting documents [scan and email] route to HOD for approval. FIN accepts HOD approval via email or digital signature
- b) Employee to forward the approved forms and relevant documentation via email to fin.advance.claim@kliaekspres.com, our centralized email for claim/advance processing
- c) Employee to forward only original receipt to FIN within one (1) week from date of returned to office
- d) Payment will be made via Online Bank Transfer only

12 Zero-Tolerance Against Bribery and Corruption

FAD takes a zero-tolerance position against all forms of bribery and corruption within the department. This is in line with the Malaysian Anti-Corruption Commission Act 2009

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(MACCA 2009), Malaysian Anti-Corruption Commission (Amendment) Act 2018 and ERL Group [ERLSB and E-MAS] Anti-Corruption & Bribery Policy and Whistleblower Policy¹¹.

We are committed to acting professionally in all our relationships and business dealings and will continue to stand by our values of honesty and moral responsibility. Employee are prohibited from making an offer or pay anything of value or accepting any gratification for any improper purpose whether directly or indirectly to influence any act or decision. Employee are also prohibited from asking or soliciting gifts from external parties.

We also encourage whistleblowers to provide information or suspicion of improper conduct through the whistleblower channels; i.e. ABCaudit@kliaekspres.com.

12.1 Accepting and Providing Gifts or Entertainment

Only the CEO and the HODs, identified in the E-MAS General Organisation Chart (Ref. No. G00.OMG.M11110.BB.0005.*) are entitled to the entertainment claims. Entertainment should be kept to a minimum and only when necessary. Cigarettes, mini bar and tips are not claimable.

All entertainment is subject to ERL Group Anti Bribery and Corruption policy whereby an employee shall seek clearance from her/his immediate supervisor prior to the entertainment. Employee must always disclose details such as names of persons entertained, company they are from and the purpose of the entertainment must be clearly written next to the receipt(s). Employee are not allowed to accept and provide gift or entertainment to suppliers or third parties whether it is to benefit himself or to benefit of E-MAS. The purpose of the prohibition against providing and receiving gifts or entertainment is to ensure that the offer does not create any special treatment or unfair advantage to the giver.

Brief details on gift and entertainment may be referred in Employee Handbook¹² and ERL Group Anti- Corruption and Bribery Policy.

¹¹ Refer to Section 13 for information of referred documents, item 4 & 5

¹² Refer to Section 13 for information of referred documents, item 3

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13 Reference to Document Referred

No	Documents name	Reference Number	Document type
1	Business Travel Procedure	G00.OMB.M11715.CD.1004.*	Procedure
2	Commercial Insurance Claims Procedure	G00.OMB.M13300.CA.1003.*	Procedure
3	Employee Handbook	G00.OMH.M11750.ZG.0001.*	Guideline
4	ERL Group [ERLSB and E-MAS] Anti-Corruption and Bribery Policy	G00.OMG.M11400.QB.1006.A	Procedure
5	ERL Group [ERLSB and E-MAS] Whistleblower Policy	G00.OMG.M11400.QB.1007.A	Procedure
6	Guideline for Annual Department Gathering	G00.OMA.M13311.ES.1191.*	Guideline
7	Industrial Relations Procedure	G00.OMH.M11780.ZP.0001.*	Procedure
8	Payment Procedure	G00.OMA.M11160.CD.1020.*	Procedure
9	Payroll and Salary Management Procedure	G00.OMH.M11760.ZP.0001.*	Procedure
10	Signature Mandate Regulation Procedure	G00.OMB.M11160.CA.1002.*	Procedure
11	Telecommunication Facilities Procedure	G00.OMB.M11150.CD.1008.*	Procedure

Note: An asterisk (*) is used to refer to the latest version

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<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
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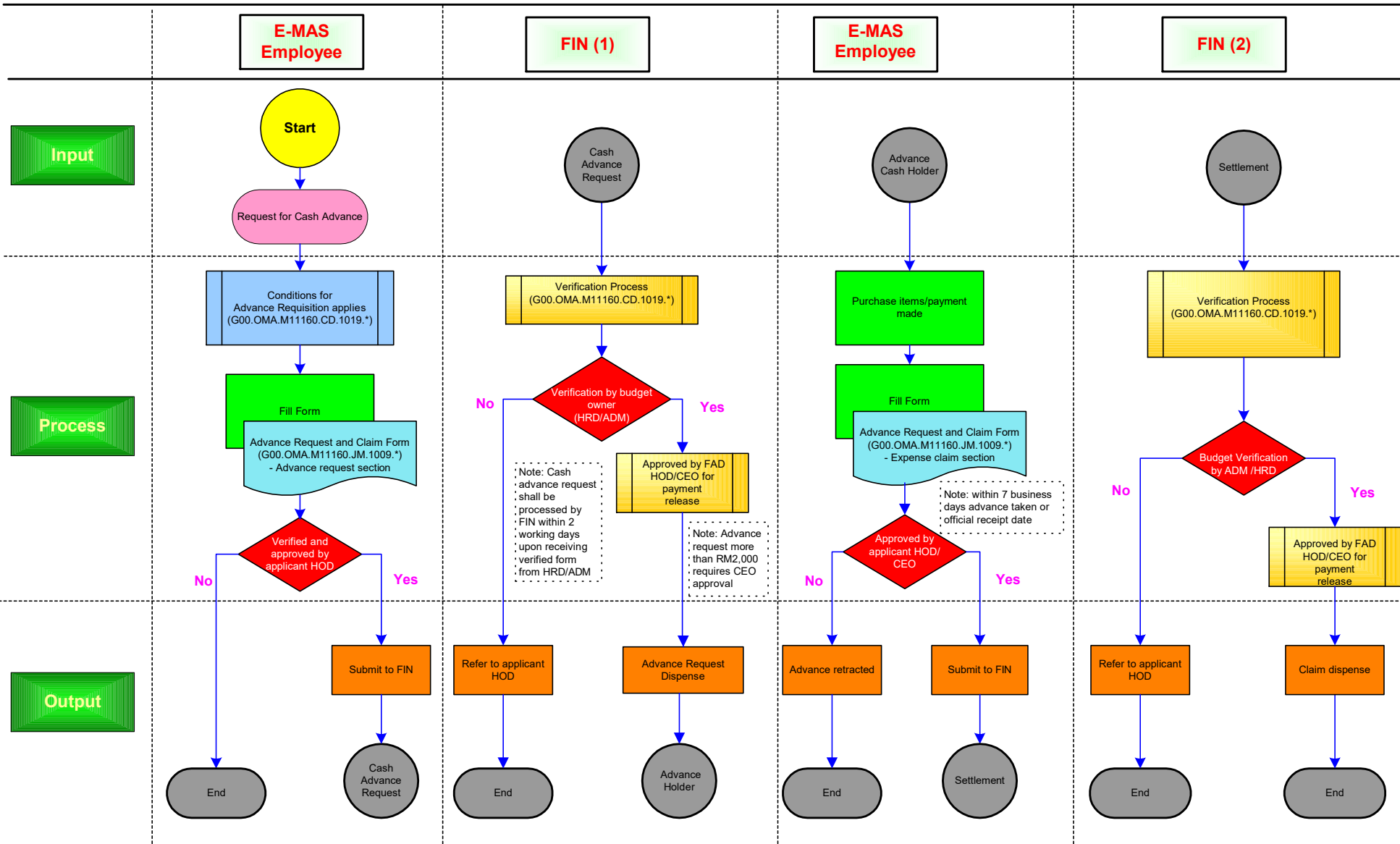
14 Appendices

**Appendix A – Flow Chart of Individual Advance Requisition and Settlement and Flow Chart of Expenses Claim
(Ref. No.: G00.OMA.M11160.CC.1012.*)**

Note: An asterisk (*) is used to refer to the latest version

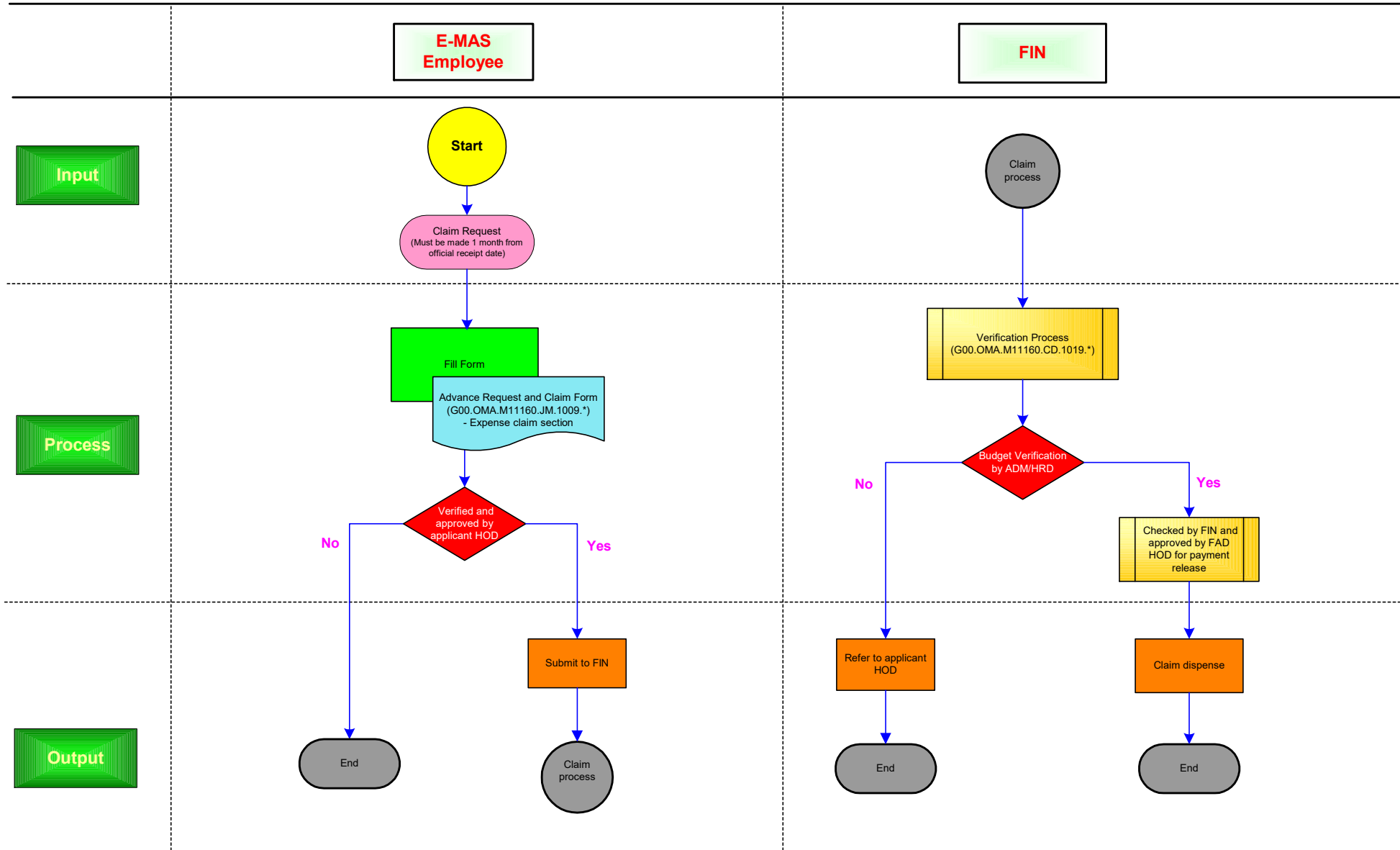
Flow Chart of Individual Advance Requisition and Settlement (page 1 of 2)

Ref. No. G00.OMA.M11160.CC.1012.A



Flow Chart of Expenses Claim (page 2 of 2)

Ref. No. G00.OMA.M11160.CC.1012.A



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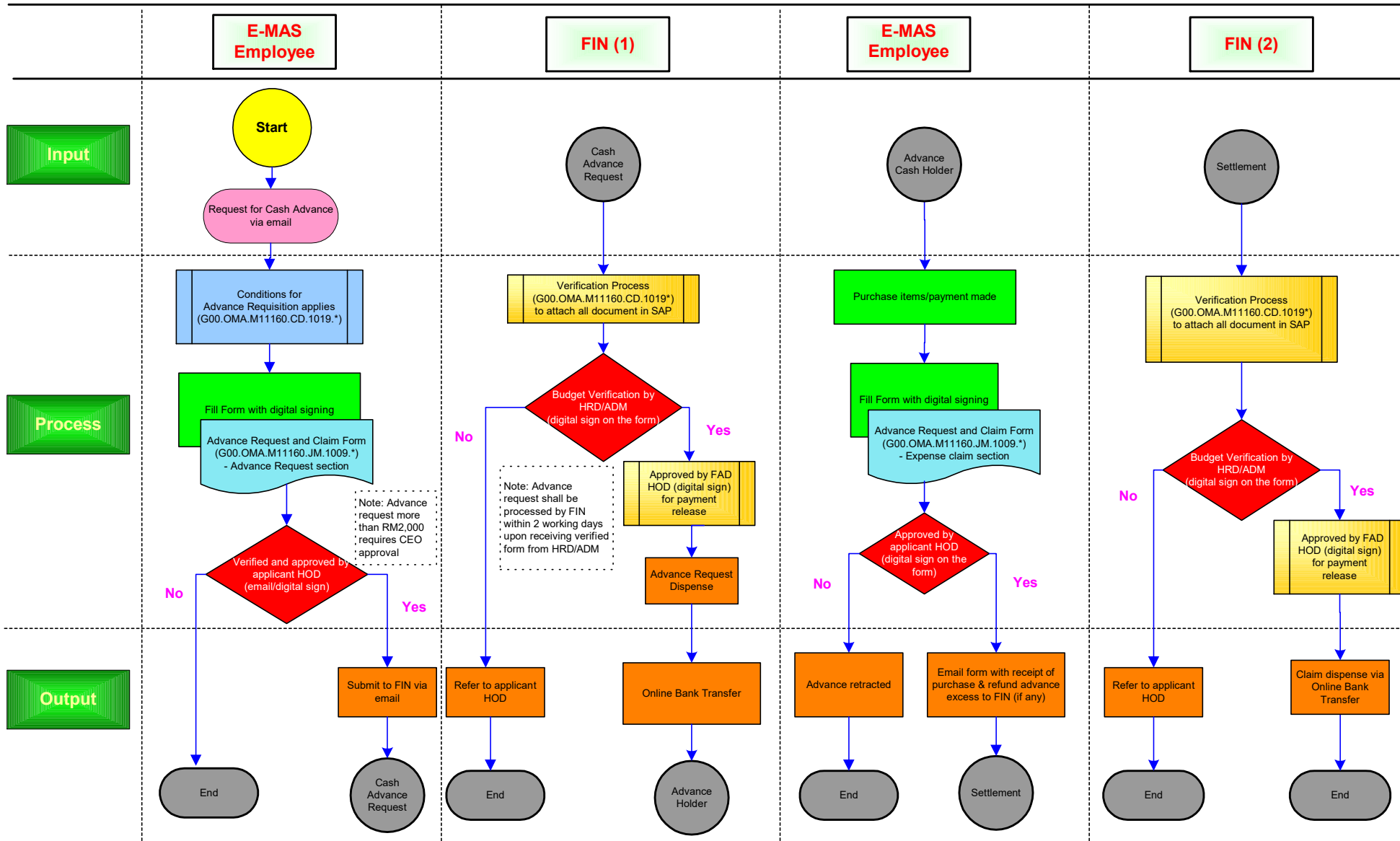
<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
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Appendix B – Flow Chart of Advance Requisition and Settlement during Work from Home and Flow Chart of Expenses Claim during Work from Home (Ref. No.: G00.OMA.M11160.CC.1013.*)

Note: An asterisk (*) is used to refer to the latest version

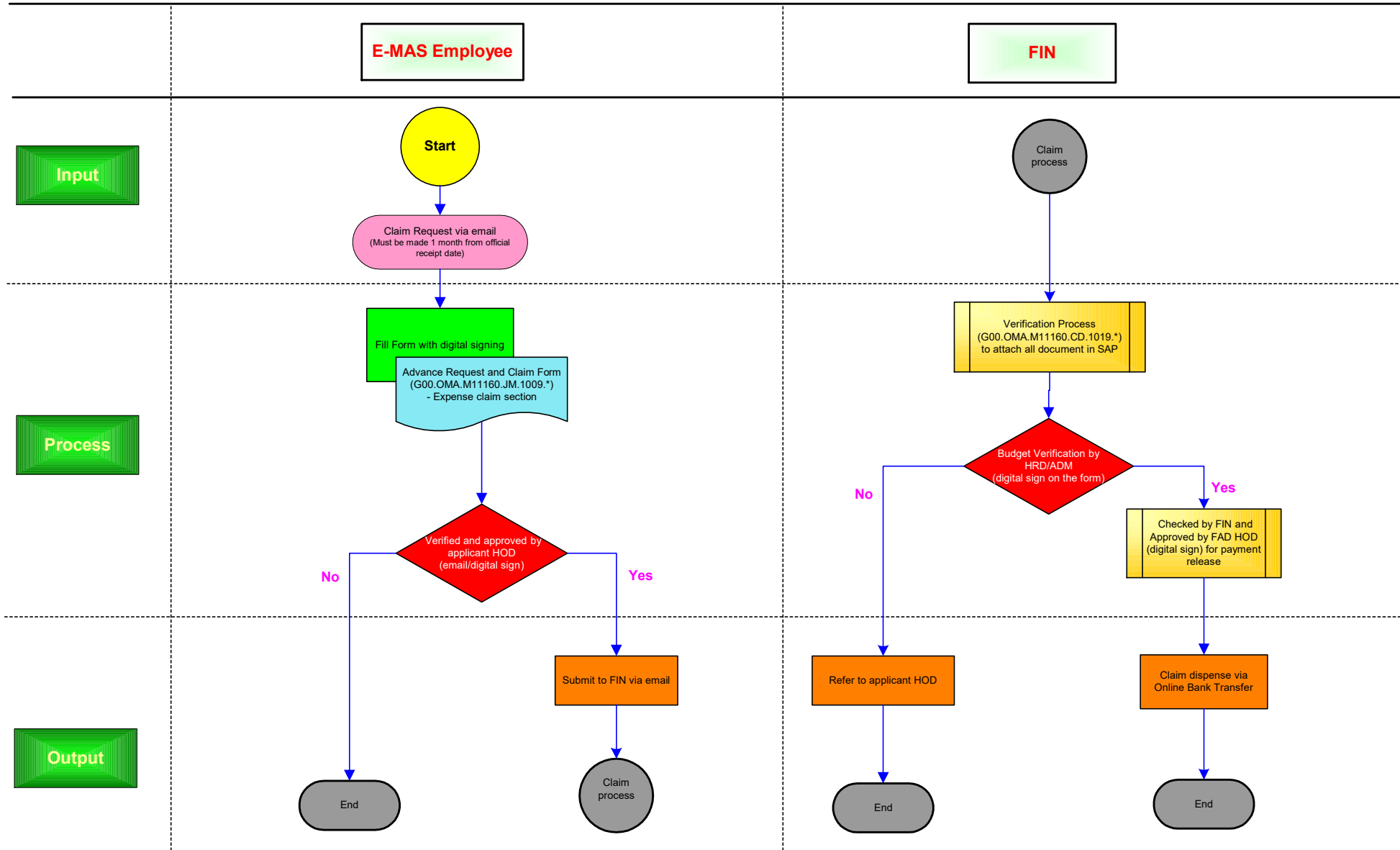
Flow Chart of Advance Requisition and Settlement during Work From Home (page 1 of 2)

Ref. No. G00.OMA.M11160.CC.1013.A



Flow Chart of Expenses Claim during Work From Home (page 2 of 2)

Ref. No. G00.OMA.M11160.CC.1013.A



ERL Maintenance Support Sdn Bhd Co. Reg. No. 199901023674 (498574-T)

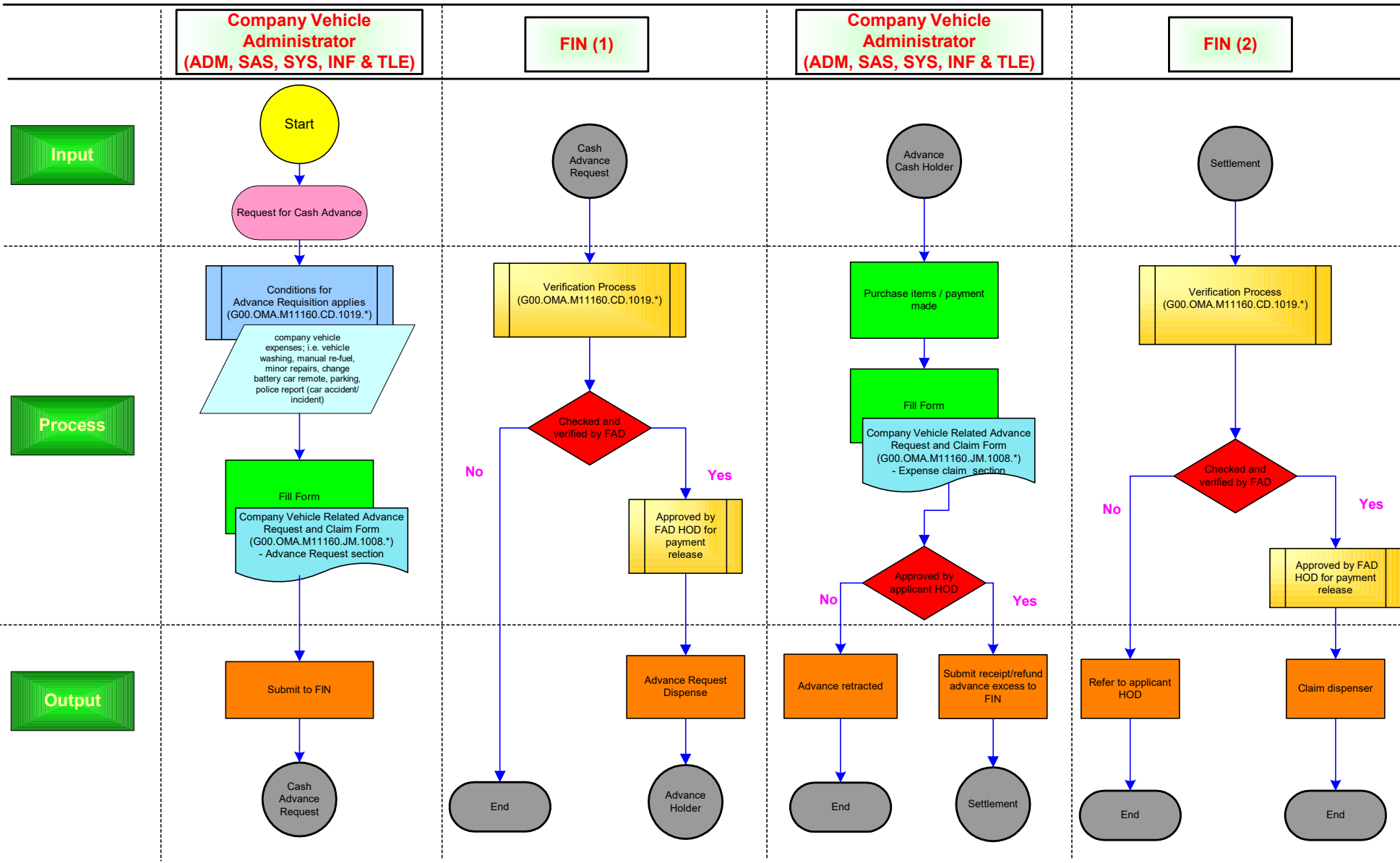
<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
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Appendix C – Flow Chart of Company Vehicle Related Items Advance Requisition and Settlement (Ref. No.: G00.OMA.M11160.CC.1017.*)

Note: An asterisk (*) is used to refer to the latest version

Flow Chart of Company Vehicle Related Items Advance Requisition and Settlement (page 1 of 1)

Doc. No. G00.OMA.M11160.CC.1017.A



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Appendix D – Forms

1. Advance Request and Expenses Claim Form (Ref. No.: G00.OMA.M11160.JM.1009.*)
2. Company Vehicle Related Items Advance Request and Expenses Claim Form (G00.OMA.M11160.JM.1008.*)
3. E-MAS Official receipt (Ref. No.: G00.OMB.M13311.ER.0001.*)

Note: An asterisk (*) is used to refer to the latest version

ADVANCE REQUEST AND EXPENSES CLAIM FORM



Ref. No. G00.OMA.M11160.JM.1009.A

EMPLOYEE DETAILS			(filled by FAD-FIN)		
Employee Name (In full):	Employee No.	Department	Payment method <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Online Bank Transfer	MTD update <input type="checkbox"/> MTD Date update: Updated by:	ACV No.: SAP No.: PCV No.: SAP No.:

A. ADVANCE REQUEST				
Date	Description/Justification	(filled by FAD-FIN)		Amount (RM)
		GL Code	Business Area	
			Total Advance	0.00

SIGNATURES						
Applicant (Employee)	Verified and Approved (Applicant HOD)	Verified* (HRD)	(FAD)	Approved for payment** (FAD HOD/CEO)	Checked & Released (FAD-FIN)	Receipt of Advance (Applicant)
Date:	Date:	Date:	Date:	Date:	Date:	Date:

B. EXPENSES CLAIM				
Date	Description	(filled by FAD-FIN)		Amount (RM)
		GL Code	Business Area	
			Less: Advance Taken	
Please submit to FAD-FIN			GRAND TOTAL	0.00

Employee consent please tick [✓]
 I hereby authorized E-MAS Human Resources Department (HRD) to disclose my bank account details to FAD-FIN

SIGNATURES						
Claimant (Employee)	Approval (Applicant HOD)	Verified (HRD/FAD)	Checked and approved for payment (FAD-FIN)		Payment / Receipt (FAD-FIN)	Refund / Payment (Employee)
The above claims are correct, genuine and in accordance with company rules and procedures	I have examined the claims hereby submitted as genuine purchase and correct in accordance with company rules and procedures					
Date:	Date:	Date:	Date:	Date:	Date:	Date:

Note:
 1) Receipt that come in various sizes are to be glued on an A4 size paper. Claim not organised into A4 size paper or with incomplete documentation will be rejected
 2) Individual advance settlement must be done within seven (7) business days from the day advance was taken or official receipt date, whichever is earlier
 3) If no advance request, fill up section B - Claim Expense only
 4) *Verification by budget owner (HRD/FAD-ADM). Advance request to be processed by FAD-FIN within 2 working days upon receiving verified form from HRD/FAD-ADM
 5) **Advance request exceeding RM2,000 requires CEO approval. If advance request made by FAD, approval for payment to be CEO

COMPANY VEHICLES RELATED ITEMS ADVANCE REQUEST AND EXPENSES CLAIM FORM



Ref. No. G00.OMA.M11160.JM.1008.A

EMPLOYEE DETAILS			(filled by FAD-FIN)		
Employee Name (In full)	Employee No.	Department	Payment method <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Online Bank Transfer	MTD update <input type="checkbox"/> MTD Date update: Updated by:	ACV No.: SAP No.: PCV No.: SAP No.:

A. ADVANCE REQUEST				
Date	Description	(filled by FAD-FIN)		Amount (RM)
		GL Code	Business Area	
			Total Advance	0.00

SIGNATURES				
Applicant* (Employee)	(FAD-FIN)	Checked and approved for payment (FAD HOD)	Released (FAD-FIN)	Receipt of Advance (Employee)
Date:	Date:	Date:	Date:	Date:



B. EXPENSES CLAIM				
Date	Description	(filled by FAD-FIN)		Amount (RM)
		GL Code	Business Area	
			Less: Advance Taken	
Please submit to FAD-FIN			GRAND TOTAL	0.00

Employee consent please tick [✓]
 I hereby authorized E-MAS Human Resources Department (HRD) to disclose my bank account details to FAD-FIN

SIGNATURES					
Claimant (Employee)	Approval (Applicant HOD)	Checked and Verified (FAD-ADM)	Approved for payment (FAD HOD)	Payment / Receipt (FAD-FIN)	Refund / Payment (Employee)
The above claims are correct, genuine and in accordance with company rules and procedures	I have examined the claims hereby submitted as genuine purchase and correct in accordance with company rules and procedures				
Date:	Date:	Date:	Date:	Date:	Date:

- Note:**
- 1) Only applicable for Company vehicle related items not exceeding RM50
 - 2) If no advance request, fill up section B - Claim Expense only
 - 3) Receipt that come in various sizes are to be glued on an A4 size paper. Claim not organised into A4 size paper or with incomplete documentation will be rejected
 - 4) *Approval by HOD not required during advance request. HOD to sign approval during claim process

E-MAS Official Receipt

 E-MAS ERL Maintenance Support Sdn Bhd (Company No: 498574-T) Kompleks Rel Udara, Bandar Baru Salak Tinggi 43900 Sepang, Selangor, Malaysia Tel : +(60) 3 2267 7676 Fax : +(60) 3 2267 7770 Received from: <hr/> Payment for: <hr/> The sum of Ringgit Malaysia (RM): <hr/> 	OFFICIAL RECEIPT <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="padding: 2px;">Receipt No:</td></tr><tr><td style="padding: 2px;">Date:</td></tr><tr><td style="padding: 2px;">Cheque* / Cash :</td></tr><tr><td style="padding: 2px;">Amount (RM):</td></tr></table> <p><i>* If payment is made by cheque, this receipt is valid ONLY upon clearing</i></p> Received by: <hr/> On behalf of : ERL Maintenance Support Sdn Bhd (498574-T) <small>Doc no: G00.OMB.M13311.ER.0001.A</small>	Receipt No:	Date:	Cheque* / Cash :	Amount (RM):
Receipt No:					
Date:					
Cheque* / Cash :					
Amount (RM):					