|  |  |  |  |
| --- | --- | --- | --- |
| MPC (MPS) KEW/P1/B.03 | Semakan : 2 | Tarikh : 14.9.2020 | Mukasurat : 1/4 |

**PERBADANAN PRODUKTIVITI MALAYSIA (MPC)**

**TUNTUTAN ELAUN PERTUKARAN KE LUAR STESEN**

(KECUALI BAGI SINGAPURA, SELATAN THAILAND, BRUNEI DARUSSALAM DAN KALIMANTAN)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MAKLUMAT PEGAWAI YANG MEMOHON** | | | | |
| Nama (Huruf Besar): | | | | |
| No. Kad Pengenalan: | | | | |
| Gred/ Kategori: | | | Jawatan: | |
|  | Gaji : | | Taraf Perkahwinan: Belum/ Sudah  Jabatan/ Lain-lain (Swasta): | |
| Pendapatan (RM) | Elaun-elaun : | |  | |
|  | Jumlah : | |  | |
| **MAKLUMAT ISTERI/ SUAMI PEGAWAI** | | | | |
| Nama (Huruf Besar): | | | | |
| No. Kad Pengenalan: | | | | |
| Gred/ Kategori/  Lian-lain (Swasta): | | | Jawatan: | |
|  | Gaji : | | Nama dan Alamat Kementerian/ Jabatan/  Lain-lain (Swasta): | |
| Pendapatan (RM) | Elaun-elaun : | |  | |
|  | Jumlah : | |  | |
| **MAKLUMAT TANGGUNGAN** | | | | |
| Bilangan: \_\_\_\_\_\_\_\_\_\_\_\_\_ orang dan maklumatnya adalah seperti berikut:- | | | | |
| NAMA | | UMUR  (TAHUN) | | NO. K.P. ATAU  SIJIL KELAHIRAN |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| MPC (MPS) KEW/P1/B.03 | Semakan : 2 | Tarikh : 14.9.2020 | Mukasurat : 2/4 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MAKLUMAT PERTUKARAN** | | | | | | | | | | | | |
| Tarikh kuatkuasa pertukaran: | | | | | | | Tarikh melaksanakan pertukaran: | | | | | |
| Nama dan Alamat Pejabat Lama: | | | | | | | Nama dan Alamat Pejabat Baru: | | | | | |
| Jarak antara pejabat lama dengan pejabat baru: km. | | | | | | | | | | | | |
| Alamat Rumah Lama: | | | | | | | Alamat Rumah Baru: | | | | | |
| **MAKLUMAT TUNTUTAN** | | | | | | | | | | | | |
| **Unsur Bayaran Tetap:** | | | | | | | | | | | | |
| (1) | | Elaun Makan: | | | | | | | | | | |
|  | |  | Sebelum : RM\_\_\_\_\_\_\_\_\_x\_\_\_\_\_\_\_\_\_orang x 3 hari: | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | |  | Selepas : RM\_\_\_\_\_\_\_\_\_x\_\_\_\_\_\_\_\_\_orang x 5 hari: | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |
| (2) | | Pemberian Pindahan: (Kadar Bujang/ Keluarga) | | | | | | | RM | | |  |
| **Unsur Bayaran Berubah:** | | | | | | | | | | | | |
| (3) | | Bayaran Sewa Hotel (termasuk Bayaran Perkhidmatan dan/ Cukai Kerajaan) | | | | | | | | | | |
|  | |  | Sebelum : RM\_\_\_\_\_\_\_\_\_x\_\_\_\_\_\_\_\_\_bilik x 3 hari: | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | |  | Selepas : RM\_\_\_\_\_\_\_\_\_x\_\_\_\_\_\_\_\_\_bilik x 5 hari: | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | | | | | Jumlah | | | RM | | |  |
| **atau** Elaun Lojing (bagi pegawai sahaja): | | | | | | | | | | |  | |
|  | |  | Sebelum : RM\_\_\_\_\_\_\_\_\_x\_\_\_\_\_\_\_\_\_orang x 3 hari: | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | |  | Selepas : RM\_\_\_\_\_\_\_\_\_x\_\_\_\_\_\_\_\_\_orang x 5 hari: | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | | | | | Jumlah | | | RM | | |  |
| (4) | | Tambang perjalanan: | | | | | | | | | | |
|  | (a) | | Tambang Pengangkutan Awam: | | | | | | | | | |
|  | | | (i) | Jalan Darat: (Resit\_\_\_\_\_\_\_\_\_\_\_\_) | | | | | RM\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | | (ii) | Jalan Air: (Resit\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | | | RM\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | | (iii) | Jalan Udara: (Resit\_\_\_\_\_\_\_\_\_\_\_\_) | | | | | RM\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | | | | | Jumlah | | | RM | | |  |
| MPC (MPS) KEW/P1/B.03 | | | | | Semakan : 2 | | | Tarikh : 14.9.2020 | | Mukasurat : 3/4 | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MAKLUMAT TUNTUTAN** | | | | | | | | | | | | | | | | | | |
| atau (b) elaun Perjalanan Kenderaan: | | | | | | | | | | | | | | | | | | |
| Keterangan Kenderaan Yang Digunakan: | | | | | | | | | | | | | | | | | | |
| Jenis: | | |  | | | | | Sukatan Selinder: | | |  | No. Pendaftaran: | | | |  | | |
| Tuntutan untuk: | | | | |  | | | | kilometer mengikut kelas: | | | |  | | | | | |
| ***Perjalanan kerana bertugas bagi satu bulan dalam KM*** | | | | | | | ***Kadar Mengikut Jenis Kenderaan***  ***(sen/ km)*** | | | | | | | ***Jauh***  ***Dalam***  ***(KM)*** | | | ***JUMLAH***  ***(RM)*** | |
|  | | | | | | | ***Kereta*** | | | | ***Motorsikal*** | | |  | | |  | |
| 500 km yang pertama | | | | | | | 0.85 | | | | 0.55 | | |  | | |  | |
| 501 km dan seterusnya | | | | | | | 0.75 | | | | 0.45 | | |  | | |  | |
| **JUMLAH** | | | | | | | | | | | | | | | | |  | |
| (5) | Tambang pengangkutan barang (Lihat Jadual 1 PP 4 Tahun 1995): | | | | | | | | | | | | | | | | | |
|  | (i) Jalan Raya: Jarak:\_\_\_\_\_\_\_\_\_\_\_\_\_\_km. | | | | | | | | | | | | | | | | | |
| bagi: | | 50 km pertama | | | | :\_\_\_\_\_\_\_\_\_\_km \_\_\_\_\_\_\_\_\_\_sen/km: | | | | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | 200 km selepas | | | | 50km :\_\_\_\_\_\_\_\_\_\_km x\_\_\_\_\_\_\_\_\_\_sen/km: | | | | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | 250 km selepas | | | | 200km:\_\_\_\_\_\_\_\_\_\_km x\_\_\_\_\_\_\_\_\_\_sen/km: | | | | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | 250 km selepas | | | | 500km:\_\_\_\_\_\_\_\_\_\_km x\_\_\_\_\_\_\_\_\_\_sen/km: | | | | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | 250 km selepas | | | | 750km:\_\_\_\_\_\_\_\_\_\_km x\_\_\_\_\_\_\_\_\_\_sen/km: | | | | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | 250 km selepas | | | | 1,000km:\_\_\_\_\_\_\_\_\_\_km x\_\_\_\_\_\_\_\_\_\_sen/km: | | | | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | Setiap km selepas  1,000km | | | | :\_\_\_\_\_\_\_\_\_\_km x\_\_\_\_\_\_\_\_\_\_sen/km: | | | | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | | | | | | | | | Jumlah | | | | | RM | | |  |
| atau (ii) Jalan Laut: (Resit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_km. | | | | | | | | | | | | | | | | | | |
| (6) | Belanja Pelbagai: | | | | | | | | | | | | | | | | | |
|  | (a) | | | bayaran tempat letak kereta (Resit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | | | | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | (b) | | | bayaran tol (Resit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | | | | | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | (a) | | | bayaran dobi (Resit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) 1/2 X RM | | | | | | | | | | | RM\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  | | | | | | | | | | Jumlah | | | | | RM | | |  |
| Jumlah [(1) hingga (5)] | | | | | | | | | | | | | | | RM | | |  |
| Belanja Pelbagai [\_\_\_\_\_\_\_\_\_\_\_% daripada jumlah (1) hingga (5)] | | | | | | | | | | | | | | | RM | | |  |
|  | | | | | | | | | | JUMLAH BESAR | | | | | RM | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| MPC (MPS) KEW/P1/B.03 | Semakan : 2 | Tarikh : 14.9.2020 | Mukasurat : 4/4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PENGAKUAN** | | | | |
| Saya mengaku bahawa: | | | | |
| (a)  (b)  (c)  (d) | | perjalanan pada tarikh tersebut adalah benar;  tuntutan ini dibuat mengikut kadar dan syarat seperti yang dinyatakan di bawah peraturan-peraturan bagi pegawai bertukar yang berkuatkuasa semasa:  butir-butir seperti yang dinyatakan di atas adalah benar dan saya bertanggungjawab terhadapnya; dan  dengan ini saya tidak akan membuat tuntutan yang sama kepada Kementerian/Jabatan/ Agensi tempat bertugas lama/ baru.  Tarikh:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Tandatangan) | | |
| **PENGESAHAN** | | | | |
| Adalah disahkan bahawa perjalanan tersebut adalah sebagai melaksanakan arahan pertukaran sebagaimana kelayakan pegawai.  Tarikh:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Tandatangan)  ( )  Pengurus/Pengarah/Tim. Ketua Pengarah/  Ketua Pengarah | | | | |
| **PENDAHULUAN DIRI (Jika Ada)** | | | | |
|  | Pendahuluan diri diberi | | RM |  |
|  | Tolak: tuntutan sekarang | | RM |  |
|  | Baki dituntut/ (baki dibayar balik) | | RM |  |
|  | **KELULUSAN** | |  |  |
| Tuntutan diluluskan  Tarikh:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tim. Ketua Pengarah/ Ketua Pengarah | | | | |
|  | | | | |