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| --- | --- | --- | --- |
| MPC (MPS) KEW/P5/B.01 | Semakan : 1 | Tarikh : 18.7.2018 | Mukasurat : 1/1 |

**\**

**PERBADANAN PRODUKTIVITI MALAYSIA (MPC)**

**PERMOHONAN PENDAHULUAN PERJALANAN**

Prosedur Kewangan : Lampiran 5B K7/96 Pin 06

**PERINGATAN:** **Permohonan dalam 1 salinan hendaklah sampai ke Unit Kewangan selewat-lewatnya 7 hari sebelum bertolak.**

***A.* diisi oleh Pemohon**

|  |  |
| --- | --- |
| 1. Nama : |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2. No.Pekerja : |  | 3. Gred Jawatan : |  | 4. Unit/Bahagian |  |

|  |  |
| --- | --- |
| 5. Program : |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Dari : |  | Hingga : |  |

|  |  |
| --- | --- |
| 6. Tempat Bertugas : |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 7. Tarikh Pergi : |  | 8. Tarikh Balik : |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9. Kenderaan : | Kapalterbang | |  | |
|  | Kereta sendiri - Tuntutan Kilometer/Tuntutan persamaan tambang kapalterbang | | |  |
|  | Menumpang Encik/Puan |  | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 10. Penginapan : | Penginapan Disediakan Oleh MPC | | |  | Nama Hotel : | |
|  | Penginapan Tidak Disediakan Oleh MPC | | |  | Alamat : | |
|  | | | | | | |
| 11. Butir-butir Pendahuluan Diri yang belum selesai (jika ada) : 12. Peruntukan:……………………………….  (a) Jumlah yang telah diambil RM………………  (b) Tarikh Cek/ EFT :…………………….  (c) Nombor Cek/ EFT :………………….. | | | | | | |
| ***Pemohon*** |  |  | | ***Disokong: Diluluskan:*** | | |
| ........................................................ ........  ***Nama:***  **Jawatan** :................................................  *Tarikh: .....................................................* | | | ............................................................  ***Nama:***  ***(Pengurus/ Pengurus Kanan/ Timb. Pengarah)***  *Tarikh: ................................................* | | | .............................................................  ***Nama:***  ***(Pengarah/ Timbalan KP/ KetuaPengarah)***  *Tarikh: .............................................* |
|  | | | | | | |

**B. Diisi oleh unIT Kewangan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1.**Kelayakan** | ***Sehari*** | ***Selama*** | ***Amaun*** | |  | Tarikh Diterima: |
| *Penginapan* |  |  |  | |  | Waktu Diterima: |
| *Sara Hidup* |  |  |  | |  | Tandatangan: |
|  | *Jumlah RM* | |  | |  | 2. DIPERAKUI BAHAWA PENDAHULUAN DIBAYAR SEBANYAK RM ……………………………. |
|  |  | |  |  | | .................................................................................  ***Penolong Akauntan/ Akauntan/ Ketua Akauntan*** |

**C. UNTUK KEGUNAAN UNIT KEWANGAN**

|  |  |
| --- | --- |
| 1. Nama Pegawai \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. Mulai \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hingga \_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. No. Pekerja: \_\_\_\_\_\_\_\_\_\_\_\_ | 4. Bertugas di \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. No Baucar\_\_\_\_\_\_\_\_\_\_\_\_\_  5. Jumlah Pendahuluan RM\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8. Tarikh Bayar\_\_\_\_\_\_\_\_\_\_\_  6. No. Cek/ EFT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |