



**JABATAN PERBENDAHARAAN**  
**BORANG PERMOHONAN ELAUN PERJALANAN TETAP/HITUNG KILOMETER**  
**FIXED CONVEYANCE ALLOWANCE/MILEAGE CLAIM APPLICATION FORM**

ID Permohonan:

DIISIKAN OLEH PEMOHON  
 TO BE FILLED BY APPLICANT

**Bahagian I: Keterangan Peribadi**  
*Part I: Personal Information*

Nama  
*Name (50 Chars)*

Jenis Pengenalan  
*Identification Type*  K/P (I.C)  Bil. Pengenalan/Warna  
 Pasport (Passport) *Identification No/Colour*

Tarikh Lahir  
*Date of Birth (ddmmyyyy)*   -   -

Taraf Kelamin  
*Marital Status*  Bujang  Kahwin  Janda/Duda  Balu  
*Single Married Divorcee Widow*

**Bahagian II: Keterangan Perhubungan (Mana Berkenaan)**  
*Part II: Contact Information (Where Applicable)*

Alamat Persuratan  
*Postal Address*

Poskod  
*Postal Code*  Negeri  
*Country*

No. Tel. Pejabat  
*Office Tel. No.*  No. Bimbit  
*Mobile No.*

No. Tel. Rumah  
*Home Tel. No.*

E-mel  
*E-Mail*

**Bahagian III: Keterangan Pekerjaan**  
*Part III: Employment Information*

Tarikh Mula Berkhidmat  
*Service Begin Date (ddmmyyyy)*

Jabatan  
*Department*

Jenis Perkhidmatan  
*Employment Status*  Tetap  Sebulan Ke Sebulan  Kontrak  Open Vote  
*Permanent Month To Month Contract Open Vote*

Jawatan  
*Designation*

Sukatan Gaji  
*Salary Scale*

Gaji  
*Salary*

Bahagian  
*Division*  I  II  III  IV  V

**Bahagian IV: Butir-Butir Mengenai Permohonan Dahulu**  
*Part IV: Previous Application Details*

Kategori Elaun  
*Allowance Category*  Tarikh Diluluskan  
*Approval Date*

Jenis Kenderaan  
*Vehicle Type*  No. Pendaftaran  
*Registration No.*

Buatan  
*Make*  Model  
*Model*

Bahagian V: Keterangan Pernohonan  
Part V: Application Information

Tugas- Tugas Yang  
Dilakukan Diluar  
Pejabat  
*Duties Performed  
Outfield*

Tempat - Tempat  
Bertugas Diluar Pejabat

*Locations of Duty*

Hitungan (Km) Perjalanan Sebulan  
*Monthly Mileage*

Permohonan Termasuk  
*Application includes*

Kelas Lesen Memandu  
*Driving License Class*

Bil.  
*No.*

Sejak  
*Since*

Jenis Kenderaan  
*Vehicle Type*

Buatan  
*Make*

Model  
*Model*

No. Pendaftaran  
*Registration No.*

Tarikh Pendaftaran  
*Registration date (ddmmyyyy)*

Baru  
*New*

Dibeli Daripada  
*Bought From*

Terpakai  
*Second Hand*

Last Re-valuation Date  
*Tarikh Taksiran Terakhir*

Harga Membeli/Taksiran  
*Buying/Valuation Price*

\_\_\_\_\_  
Tandatangan Pemohon/Tarikh  
*Applicant Signature/Date*

Disahkan oleh Kementerian/Jabatan  
*Verified by Ministry/Department*

Saya menyokong / tidak menyokong supaya pemohon dipertimbangkan Elaun Tetap Perjalanan / Hitung Kilometer di bawah kategori

\_\_\_\_\_ mula dari \_\_\_\_\_ atas sebab-sebab yang diberikan di atas.

*I recommend / don't recommend the applicant to be given consideration to receive Fixed Conveyance Allowance / Mileage under category*

\_\_\_\_\_ starting from \_\_\_\_\_ for reasons stated above.

Nama:  
*Name:*

Jawatan  
*Designation*

Cap Rasmi:  
*Official Stamp*

\_\_\_\_\_  
Tandatangan Ketua Jabatan / Tarikh  
*Head of Department's Signature/Date*