

GUIDELINES FOR REIMBURSEMENT OF CLAIMS FOR ATTENDING MEETINGS

(All the travelling claims must be submitted within 3 months)

1. Economy air-fare (ticket butts to be produced for auditing purpose) or first class train fare. If a member chooses to travel by car and claim for mileage the reimbursement should be equivalent to economy airfare plus toll charges but excludes the airport tax or whichever **is lower**. Mileage claims is at RM 1.00 per kilometer w.e.f 22/7/2008 (**2nd Meeting of 49th Council held on 13/7/2008 and via e-mail on 22/7/2008**). Those who claim mileage are not allowed to claim taxi fare to & fro airport.
2. **ACCOMODATION**
 - i) With effect from 27/3/97 outstation members attending meetings but not staying overnight or do not produce hotel bills will not be reimbursed RM100 in lieu as was practiced before.
 - ii) Accommodation expenses will only be reimbursed after the hotel bills (original) are produced up to a maximum of **RM350/- per Night**, inclusive of food w.e.f 08/01/2012 (**4th Meeting of 52th Council**). Incidental charges such as telephone, fax, laundry, etc will be borne by the individual members. No subsistence allowance will be paid.
3. **TOLL CHARGES**

With effect from 16/8/98, outstation members who drive to attend MMA meetings are eligible to claim toll charges provided the necessary receipts are submitted along with the claim form. This was approved at the 3rd meeting of the 39th Council held on 16/8/98.
4. Wilayah Persekutuan & Petaling Jaya members attending meetings are eligible to claim **RM100/-per meeting**. For members attending meetings at Putrajaya are eligible to claim **RM140/-per meeting**. This was approved at the (**1st Meeting of 53rd Council**) held on 10/6/2012.
5. Members traveling from Klang to KL are allowed to claim the actual mileage and toll charges.
6. Please note the following entitlement for economy airfare (2 ways) and mileage claims of each state:-

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I) ECONOMY AIR FARE (MH FLEX) & MILEAGE - 2 WAYS

Economy MH FLEX (2 WAYS)	Air Fare/Travel Insurance & Taxes	Mileage & Toll
W.E.F 01/09/2015	RM	RM
Negeri Sembilan	-	153.80
Melaka	-	332.60
Ipoh	-	463.00
Alor Setar	915.00	864.00
Johor Bharu	998.00	742.00
Kota Bharu	915.00	-
Kota Kinabalu	1504.00	-
Kuala Terengganu	935.00	550.00
Kuantan	1000.00	544.80
Kuching	1955.00	-
Penang	975.00	776.60
Tawau	1925.00	-

I) Taxi fare from KLIA / Jln Pahang / KLIA (W.E.F 01/09/2015)

City Centre to KLIA	RM			} Claim with Receipts
KLIA to City Centre	75.00			
	85.00			
KL Sentral / Jln Pahang / KL Sentra I	-	(RM15.00 x 2)	= RM 30.00	}
KL Sentral / KLIA / KL Sentral via ERL	-	(RM55.00 x 2)	= RM 110.00	

7. Failure to comply with the above mentioned procedures will result in claims not being entertained or delayed.

HONORARY GENERAL TREASURER
MALAYSIAN MEDICAL ASSOCIATION