

TRAVELLING CLAIM FORM

(PLEASE WRITE IN BLOCK LETTERS & ENSURE THAT BILLS & RECEIPTS ARE ATTACHED)

Name : _____
(As per Bank Account)
Address : _____
Bank & C.Acc Number : _____

Date : _____
I/C No : _____
Office Tel : _____
H/P No : _____
E-mail : _____

| TRANSPORTATION / TOLL CHARGES | | | | | AMOUNT (RM) | |
|----------------------------------|--------------|------|----|------------|-------------|-------|
| DATE | MEETING NAME | FROM | TO | AIR / CAR | RM | CENTS |
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| TAXI, BUS, ETC | | | | | | |
| DATE | MEETING NAME | FROM | TO | BUS / TAXI | | |
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| OTHER EXPENSES (ITEMISED) | | | | | | |
| DATE | DESCRIPTION | | | | | |
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| TOTAL | | | | | | |

I hereby certify that the above claims are correct Supporting documents attached: YES / NO
Please see reverse side for details of payment Signature : _____

FOR OFFICE USE ATTENDANCE OF CLAIMS CERTIFIED & PAYMENT APPROVED BY
MEETING CERTIFIED BY CHECKED BY

Name : _____
Signature : _____
Date : _____

COMMENTS IF ANY : _____

GUIDELINES FOR REIMBURSEMENT OF CLAIMS FOR ATTENDING MEETINGS

1. All Claims must be submitted within three months of the date of meetings and late claims will not be processed.
2. For all other meetings, there has to be an official notice of the meetings which is to be forwarded to the finance department, irrespective of whether it is an Internal or an External meeting. For an external meeting, a brief meeting report must be submitted together with any claims made.
3. Only Official appointees or nominees approved by MMA to the Internal and External Committees shall be entitled to any claim allowances. Invitees are not entitled to such claim allowances unless approved by the Exco.
4. Accommodation allowances are capped at RM350 per night for all states. Accommodation allowance shall encompass meals within or without the hotel (per meal capped at RM 30) and in all instances shall not exceed the cap of RM350 in total. Incidental charges e.g. Phone bills, laundry, mini bar, valet parking, tours etc will be borne by the individual members concerned. Receipts must be produced for reimbursement. For hotels in the vicinity of MMA where there is a credit arrangement with MMA, payment will be done by MMA itself.
5. Members with their registered correspondence address in both Wilayah Persekutuan and Selangor, will be entitled to a claim allowance of RM100 per meeting for meetings in Kuala Lumpur and RM140 per meeting for meetings in Putrajaya with the caveat that claims for multiple meetings will only be allowed if the meetings are at different venues.
6. Road travel for outstation members will be allowed claims according to the mileage calculated from the distance between the registered correspondence address of the member as maintained in our membership database and MMA House. It will be at RM1.00 per Km of travel and toll rates are included within the RM1.00 per Km claim. Proof of travel e.g. a toll receipt need to be produced, failing which the claim for travel will be calculated at RM0.70 per Km distance.
7. Rail and Air travel will only be reimbursed according to the valid receipts submitted. Taxi fares to and from the airport/railway station or parking at the airport/railway is reimbursable based on the receipts produced.
8. Taxi fare to and from KLIA or KL Sentral will be reimbursed based on the valid receipts produced.
9. In all instances, if receipts are not produced, a written explanation need to be given.

This is the MMA Financial Guidelines as adopted by the 61st MMA Council (2020/2021) and to be in force unless amended by subsequent Councils.

**HONORARY GENERAL TREASURER
MALAYSIAN MEDICAL ASSOCIATION**

Sakthi/Finance/2020