



RECONCILIATION APPLICATION

Project no. : UTVSB/CS/P. _____

Date : _____

For UTVSB use only

Consultancy and Services
 UiTM TechnoVenture Sdn Bhd
 Ground Floor, UiTM-MTDC Technopreneur Centre
 40450 UiTM Shah Alam

Project Title: _____

Document checklist: Please (√) the relevant items.

MISCELLANEOUS RECONCILIATION <input type="checkbox"/>	MILEAGE RECONCILIATION <input type="checkbox"/>	(√) Consultant	(√) UTV
Miscellaneous Reconciliation Form			
Mileage Reconciliation Form			
Overseas Approval from UiTM Vice Chancellor's Office (if applicable) <i>Letter of Approval for travelling oversea by VC office (if relevant)</i>			
Consultant Appointment Letter			

**Head of project must endorse application (if application by project member)

Endorsement by Head of project,

.....
 APPLICANTS NAME:
 STAFF ID:
 TEL:

.....
 HEAD OF PROJECT NAME :
 STAFF ID:
 TEL :

Please submit complete document to avoid payment delay.

For UiTM TechnoVenture SB use only		Finance Use Only
Checked by		
Verified by		
Approved by		



RECONCILIATION APPLICATION

MISCELLANEOUS RECONCILIATION FORM

APPLICANTS NAME : _____
 IC NO : _____
 STAFF ID : _____
 BANK NAME & ACCOUNT NO : _____

LIST OF EXPENSES (please attach the relevant receipts as proof of expenses)

NO	ITEMS	QUANTITY	TOTAL (RM)	VERIFIED BY UTVSB (RM)
TOTAL EXPENDITURE (RM)				
TOTAL ADVANCE RECEIVED (RM)				
BALANCE TO REFUND / EXCESS TO PAY (RM)				

DECLARATION BY THE APPLICANT:

- I hereby confirm the expenses made on the related dates are officially for the projects.
- Should I fail to do the reconciliation within 2 months from the date of my receipts of advance, or if I make ineligible purchases, I hereby authorize UiTM TechnoVenture Sdn Bhd to deduct the amount from my salary through Bendahari UiTM.

Applicants,

Endorsement by Head of project,

UTVSB approval,

.....
 NAME:
 STAFF ID:
 TEL:

.....
 NAME :
 STAFF ID:
 TEL :

.....



RECONCILIATION APPLICATION

TRAVEL RECONCILIATION FORM

APPLICANTS NAME : _____
IC NO : _____
STAFF ID : _____
BANK NAME & ACCOUNT NO : _____

LIST OF EXPENSES (please attach relevant receipts as proof of payment)

- 1. DESTINATION : _____
2. PURPOSE : _____
3. DEPARTURE DATE : _____ TIME: _____
4. ARRIVAL DATE : _____ TIME: _____
5. TYPE OF VEHICLE : (*) Airplane/Train/Personal car/Motorcycle/Others
Other Public Transport: _____
6. ACCOMODATION : (*) Hotel / Lodging

EXPENSES AMOUNT (Mileage (Car-RM1 per km / Motorcycle-RM0.70 per km)

Table with 5 columns: ITEMS, KM / NO OF DAYS, REMARKS, AMOUNT (RM), VERIFIED BY UTVSB (RM). Rows include DISTANCE (KM), F&B, HOTEL/LODGING, TICKET / RECEIPT, TOTAL EXPENDITURE (RM), TOTAL ADVANCE RECEIVED (RM), and BALANCE TO REFUND / EXCESS TO PAY (RM).

DECLARATION BY THE APPLICANT:

- 1. I hereby confirm the expenses made on the related dates are officially for the projects.
2. Should I fail to do the reconciliation within 2 months from the date of my receipts of advance, or if I make ineligible purchases, I hereby authorize UiTM TechnoVenture Sdn Bhd to deduct the amount from my salary through Bendahari UiTM.

Applicants,

Endorsement by Head of project,

UTVSB approval,

NAME:
STAFF ID:
TEL:

NAME :
STAFF ID:
TEL :