



**REIMBURSABLE 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: \_\_\_\_\_

Name : \_\_\_\_\_  
 Staff ID : \_\_\_\_\_  
 IC No : \_\_\_\_\_ Bank Name : \_\_\_\_\_  
 Bank account no : \_\_\_\_\_

*\*Please attach copy of IC and front page of bank statement for 1<sup>st</sup> time application.*

- Please attach all the relevant receipts for reimbursable.

Document checklist: Please (✓) the relevant items.

MISCELLANIOUS CLAIM <input type="checkbox"/>			TRAVELLING CLAIM <input type="checkbox"/>		
	Total (RM) CONSULT ANT	Total (RM) UTVSB		Total (RM) CONSULT ANT	Total (RM) UTVSB
• Allowance and wages (Proof of payment received)			• Mileage		
Original Receipts:			• Car rental/grab receipt		
• Food & beverages			• Toll/parking		
• Photostat/printing/Stationaries			• Ticket (plane/train) receipt		
• ICT equipments			• Hotel receipt		
• Other equipments/rental			• Dobby receipt		
• Others			• House/lodging rental receipt		
<b>TOTAL CLAIM (RM)</b>			<b>TOTAL CLAIM (RM)</b>		

\*\*If the claims related to Travelling Claim, please fill up below details:

Letter of Approval for travelling oversea by VC office (if relevant)		
Mileage (Car-RM1 per km / Motorcycle-RM0.70 per km)	Car	Motorcycle
Car/Motorcycle name & type:		

**DECLARATION BY THE APPLICANT:**

1. I hereby confirm the travelling made on the related dates are officially for the projects.
2. I understand I must return original itemized receipts and/or unused funds to the district with a completed Travel Reimbursement Form not later than the 10th of the following month
3. Should I fail to return funds and/or proper documentation such as itemized receipts or if I make ineligible purchases, I hereby authorize UiTM TechnoVenture Sdn Bhd to deduct the disallowed amount from my salary through Bendahari UiTM.
4. Any claims not made within three (3) month call be considered null and void.

