

WORK INSTRUCTION MANUAL

TITLE	Staff Advance Request & Settlement
CLASSIFICATION	Travelling – Overseas
EFFECTIVE DATE	January 1, 2023
VERSION	1.0
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REVIEWED BY	Lai Wai Peng
APPROVED BY	Muhammad Firdaus Abdullah

1.0 INTRODUCTION

This work instruction (WI) is **COMPULSORY** to be comply for any staff who are requesting advances for the purpose of business travelling to overseas destination.

2.0 DEFINITION & ABBREVIATION

- I) Requester - Staff who are applying advance for business travelling
- II) ek_L1 - 1st level approver in e-Kiosk (ie: HOD or Supervisor)
- III) ek_L2 - 2nd level approver in e-Kiosk (ie: AP of FIN)
- IV) ek_L3 - 3rd level approver in e-Kiosk (ie: COO’s office)
- V) ap_PIC - Preparer of the PV
- VI) ap_EXEC - Checker for the accuracy of the PV
- VII) ap_AM - Verifier for the completeness of the PV
- VIII) HOF - Verifier of the online banking payment
- IX) CFO - 1ST level approver of the PV and online banking
- X) COO - 2nd level approver of the PV and online banking

3.0 DOCUMENT REQUIREMENT

Stage	Documents	Mode of Submission	Dateline	PIC
Staff advance request	1) Approved travel warrant 2) Travel itinerary 3) Detail “Total Estimated Cost of Advances”	ONE (1) clear PDF copy in sequence order per list in column “Documents” MUST upload in the e-Kiosk system at point of requesting the advances	latest five (5) working days before payment date	Requester
Staff advance settlement/ declaration	1) Staff Advance and Declaration Form (<i>the Form</i>) 2) Bills/ Receipts/ Invoices/ etc (<i>the bills</i>)	ONE (1) clear PDF copy in sequence order per list in column “Documents” MUST upload in e-Kiosk system at point of settlement the advances The Form MUST be completed and the bills is required to attach in sequence order per listed expenses in the Form.	within fourteen (14) days from date of return	Requester

4.0 DATELINE OF SUBMISSION

Details	Mode	Dateline
Staff advanced request – endorsed by all approver	e-Kiosk	latest five (5) working days before payment date
Notification to ap_PIC for the request – after endorsed by all approver The below information MUST be submitted for payment process: a) Full name per IC b) IC number c) Bank A/C number (with name of bank)	Email to ap_PIC (nazirah.f@phn.com.my)	latest five (5) working days before payment date
Settlement/ declaration of advance taken	e-Kiosk	within fourteen (14) days from date of return

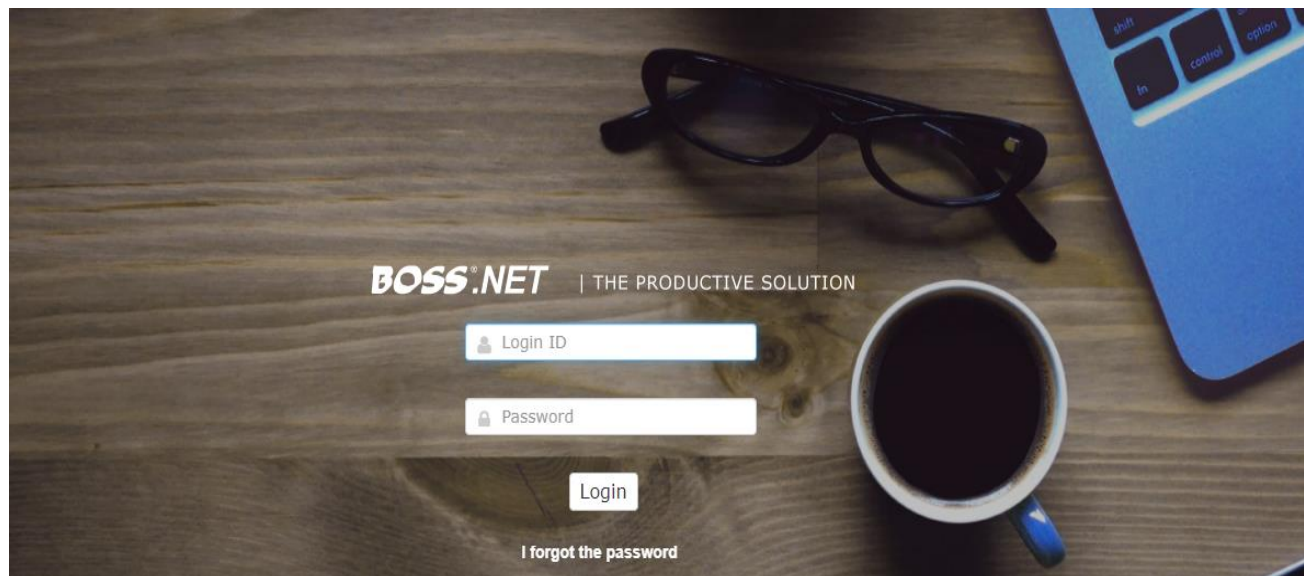
5.0 MODE OF PAYMENT

All the request on advances is subject to disburse **ONLY** by way of online banking transactions (ie: online transfer to Requester). Any request for other medium of payment is subject for approval under special circumstances and conditions.

6.0 MANUAL & INSTRUCTIONS

A) Staff Advance Request – Travelling Overseas

STEP 1 Login into the e-Kiosk system



STEP 2 Click the button of “Cash Advance” and select the “New” icon

The screenshot shows the E TAMS Management interface. On the left is a navigation menu with categories: E TAMS Management, Leave Management, E Claim Management, Transaction, Claim Approval Setting, Cash Advance (highlighted), Cash Advance Approval, Cash Advance Finance, Reports, and Report Center. The main area displays the 'Advance Claim Detail' form. At the top, there are filters for 'Month' (Jun 2023), 'Status' (All Pending), and a 'New' button. Below the filters is a table with columns: Transaction Date, Travel From, Travel To, Duration, Amount, Status, and Attachment. The table is currently empty with the message 'No data to display'.

STEP 3 The “Advance Claim Application” will pop-up. Please key-in as follows:

- a) All the column highlighted in **YELLOW** is required to be fill-in.
- b) For all the advances request for purpose of overseas travelling, selection on column of “Expense Type” **MUST** Overseas Subsistence Allowance.
- c) The total estimated cost requested for the advances **MUST** tally per figure key-in under column “Amount”.
- d) The “Attachment” column **MUST** upload per requirement defined in Para 3.0.

The screenshot shows the 'Advance Claim Application' form. The following fields are highlighted in yellow:

- Transaction Date : 07/06/2023
- Travel Date From : 20/06/2023
- Travel Date To : 23/06/2023
- Duration (Days) : 4
- Expenses table:

	Expenses Type	Amount
Remove	Overseas Subsistence Allowance	14495.91
- Expenses Type: Overseas Subsistence Allowance
- Amount : 0
- Attachment : Travel Warrant ATC 2022.pdf
- Total Amount : 14495.91
- Remarks : Travel to Japan for Business Meeting

Buttons at the bottom include 'Add' and 'Close'.

STEP 4 The approver is required to check the completeness and approved the advances request per requirement defined in Para 3.0.

a) If “YES, approver **MUST** approved the request in sequence order as follows:



2 Expand

Filtering

Month : Refresh

Status :

Advance Claim Detail

		Transaction Date	Travel From	Travel To	Duration	Amount	Status	Attachment
View	Withdraw	07/06/2023	14/06/2023	16/06/2023	3 Days	14,495.91	Pending Level 2 Approval	Travel Warrant ATC 2022 (1).pdf

b) If “NO”, approver will **REJECT** the request. The Requester is required to refer back to **STEP 2**.

TAMS Management

Month: Jun 2023 Refresh

Status: All Pending

Advance Claim Detail

	Emp No	Employee Name	Transaction Date	Travel From	Travel To	Duration	Amount	Approval Remark	Attachment	Company	Department	Job Grade	Designation
<input checked="" type="checkbox"/>	162481	HANS HAFIDAH BINTI HAFIDAH	07/06/2023	14/06/2023	16/06/2023	3 Days	14,495.91		Travel Warrant ATC 2022 (1).pdf	PHU	C-FINANCE	P1(03)	SM

Approve Reject

Remarks:

STEP 5 Requester is required to email ap_PIC for details on approved advance processing as follows:

- a) Full name per IC
- b) IC number
- c) Bank A/C number (with name of bank)

From: Nazirah Farhaina binti Baserudin
Sent: Friday, 14 April, 2023 11:31 AM
To: Mohd Arif bin Ismail <m.arif@phn.com.my>
Subject: request bank details

Assalam En Arif,

Kindly provide you bank details as per below for cash advance process

Name (as per IC) :
 IC No :
 Bank Name :
 Account No :

Thank you and warm regards,

Nazirah Farhaina Binti Baserudin
 Account Payable
 Finance & Sales Department

STEP 6 The report on “Advance Claim Detail” will be generated by ap_PIC for payment processing.

Month : Refresh

Status :

Advance Claim Detail

<input type="checkbox"/>	Emp No	Employee Name	Transaction Date	Travel From	Travel To	Duration	Amount	Approver Remark	Attachment	Company	Department	Job Grade	Designation
<input type="checkbox"/>	View M0636	MOHD ARIF BIN ISMAIL	10/04/2023	27/04/2023	01/05/2023	5 Days	1,420.00		Travel Warrant.pdf	PHN	ENGINEERING	P1(G2)	EXE
<input type="checkbox"/>	View M0393	BAHAR BIN PARDZAN	10/04/2023	10/04/2023	10/04/2023	1 Days	8,960.00		Iftar 2023 Approval Attachment.pdf	PHN	PROGRAM MANAGEMENT PROTON	H3(G10)	SENIOR MANAGER I

Approve Reject

Remarks :

STEP 7 The payment voucher will be processed by ap_PIC after received complete details as follows:

- a) Approved advance claim detail
- b) Details of information as per request in **STEP 5**
- c) Documents requirement per Para 3.0 (downloaded from e-Kiosk)

Tel: +603 5191 4636 Fax: +603 5191 4630

PAYMENT VOUCHER

PV No: **13098**

PAY TO: SN0000066
 NORSYAFINA BINTI MOHD SAID IC NO: 890215-08-6014
 PHN INDUSTRY SDN. BHD.
 SHAH ALAM
 SELANGOR
 MALAYSIA

PAYMENT DATE: 07-06-2023
 BATCH: 13098
 PAYMENT METHOD: ANP
 BANK: Maybank
 CHEQUE NO: 067486

DATE	SUPPLIER INV. NO.	DOC. NO.	DESCRIPTIONS	AMOUNT IN INV. CUR.	AMOUNT IN HC
07-06-2023 08:54			TRIP TO KOREA- SCIENCEPARK INNOF	2,840.87 MYR	2,840.87
					2,840.87

For PHN Industry Sdn. Bhd. Use Only

STEP 8 Payment will be successfully transfer to Requester after endorsement and approval of the payment voucher has completed and received from all level of checker, verifier and approver.



Transaction Details

Bank From Account No. 612101328990 (MYR) PHN INDUSTRY SDN BHD
 Payment Mode: Outward ACH
 Destination Country: MY - MALAYSIA
 Date and Time: 24 May 2023 01:18:26 MY (UTC+08:00)
 Reference No. MY0235524609537
 Customer Ref No. CASH ADVANCE
 Debit Description: KHARUL BIN MOHD

Transaction Currency: MYR
 Transaction Amount: 6,378.00
 Value Date (dd-mm-yyyy): 25 May 2023 MY (UTC+08:00)

Debit Reference: REWORK ACTIVITIES

B. Beneficiary Details

Beneficiary Account No. 1282642285729
 Beneficiary Name: KHARUL BIN MOHD
 Resident: Yes
 Beneficiary Bank Code: 05688MYKL
 Beneficiary Bank Name: (Bank Muamalat (Malaysia))
 Beneficiary Bank Address: -

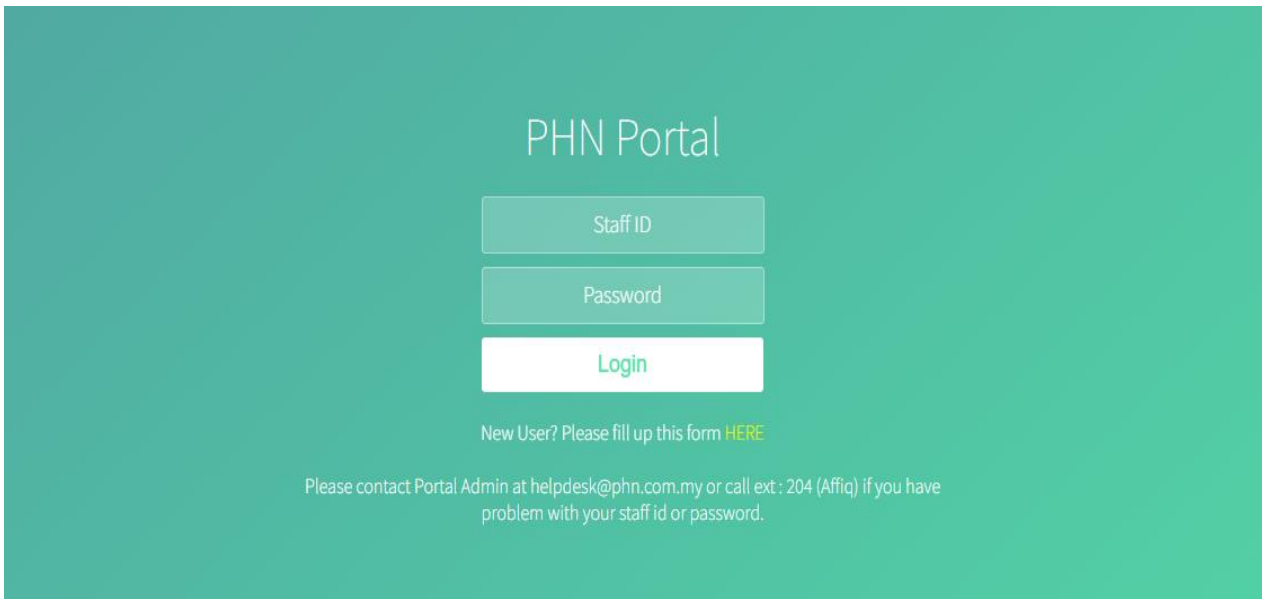
Additional Beneficiary Details

Credit Reference (Payment Reference): CASH ADVANCE
 Credit Description (Other Payment Detail): PHN INDUSTRY SDN BHD
 New ID No. 8902150181
 Old ID No. -
 Beneficiary Address: -

Payment Details: REWORK ACTIVITIES
 Instruction to Bank: -
 Business Reg. No. -
 Police Army ID (Passport No.): -

B) Settlement/ Declaration of Staff Advance – Travelling Overseas

STEP 1 Login into the PHN Portal



STEP 2 Select icon on “Documents & Info” and then under “Departmental Forms, select “Finance & Sales”.

PHN PORTAL

Home Corporate Info News & Announcements SHE Online Services COVID-19 Documents & Info Recruitment LOGOUT

DOCUMENTS & INFORMATION LIBRARY

Home > Documents & Information Library

Home > Documents & Information Library

Finance & Sales

No	Title	Upload Date	Size	Download
1	OSI CAPEX FORM	2019-08-22	45 KB	
2	OSI DISPOSAL FORM	2019-08-22	45 KB	
3	PHN Fixed Asset Transfer Form	2019-08-08	29 KB	
4	PHN CAPEX Budget Transfer Form	2019-08-08	45 KB	
5	DHMSB Claim (Travel & Training, Medical and Petty Cash) - DHMSB	2019-08-08	121 KB	
6	PHN Fixed Asset Disposal Form	2019-08-08	29 KB	

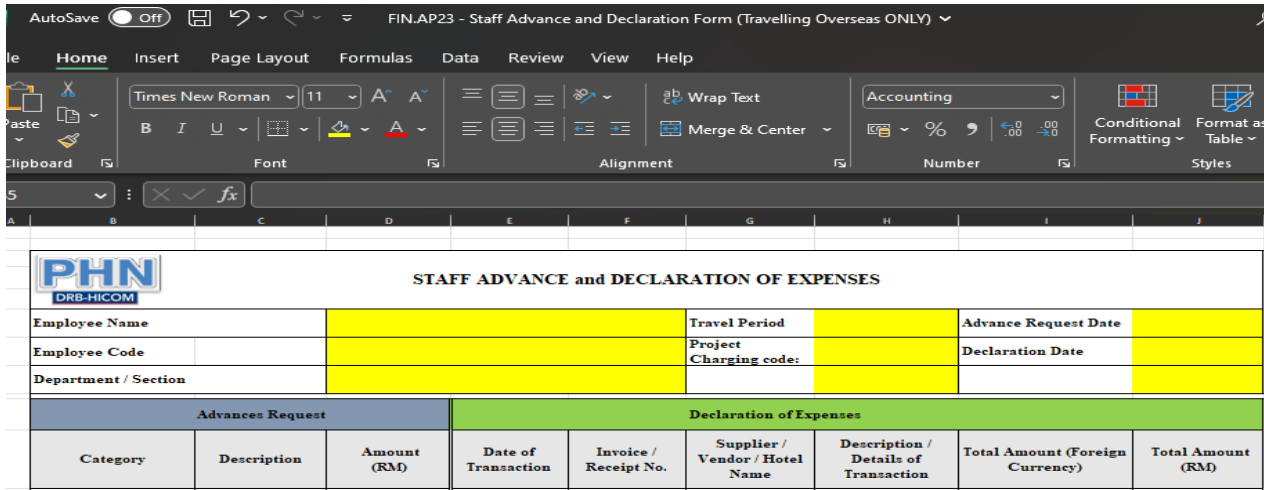
General +
 Departmental Forms -
 Engineering
Finance & Sales
 Human Capital +
 Information Technology +
 Procurement & Vendor Development +
 Policies and Guidelines +
 PHN System Tutorial +
 Claim SOP

STEP 3 Downloaded the excel format of form with title “FIN.AP23 – Staff Advance and Declaration Form (Travelling Overseas ONLY)” from the PHN Portal.

Finance & Sales

No	Title	Upload Date	Size	Download
1	FIN.AP23 - Staff Advance and Declaration Form (Travelling Overseas ONLY)	2023-06-09	45 KB	

General
Departmental Forms
Engineering
Finance & Sales
Human Capital



STEP 4 The form is required to be manually key-in by Requester. Please refer tab “Summary Declaration Form” and “Atch – Subsistence Allowance”.

- a) All column highlighted in **YELLOW** is required to be fill-in.
- b) Requester is **MANDATORY** to identify specifically the “Project Charging Code” of the travelling purposes. The code **MUST** be identical per code in BAAN system. (Refer sample in (c))

Advances Request		Declaration of Expenses						
Category	Description	Amount (RM)	Date of Transaction	Invoice / Receipt No.	Supplier / Vendor / Hotel Name	Description / Details of Transaction	Total Amount (Foreign Currency)	Total Amount (RM)
Hotel							Yen	

c) Sample of code per BAAN system as follows:

	Dimension	Description	Search Key	Text	Dimension Type	Dimension Sublevel	Parent Dimension	
	→a	→a	→a		=	=	→a	
<input type="checkbox"/>	14END	ENGINEERING DIVISION	ENGINEERING DIVI	●	Normal	80		
<input type="checkbox"/>	14FAB	FABRICATION	FABRICATION	●	Normal	60	14END	ENGINEERING DIVI
<input type="checkbox"/>	14FBS	FABRICATION	FABRICATION	●	Normal	0	14FAB	FABRICATION
<input type="checkbox"/>	14FPM	FACILITY PLANT MAINT.	FACILITY PLANT M	●	Normal	0	14PLE	PLANT ENG.
<input type="checkbox"/>	14PDS	PROCESS DEV.	PROCESS DEV.	●	Normal	0	14PRE	PROCESS ENG.
<input type="checkbox"/>	14PIS	PROCESS IMPROVEMENT	PROCESS IMPROVEM	●	Normal	0	14PRE	PROCESS ENG.
<input type="checkbox"/>	14PLE	PLANT ENG.	PLANT ENG.	●	Normal	60	14END	ENGINEERING DIVI
<input type="checkbox"/>	14PRE	PROCESS ENG.	PROCESS ENG.	●	Normal	60	15COS	CORPORATE STRAT
<input type="checkbox"/>	14TBW	BIW PROJ. MGMT	BIW PROJ. MGMT	●	Normal	0	14TOE	TOOLING ENG.
<input type="checkbox"/>	14TDM	DIES MAKING	DIES MAKING	●	Normal	0	14TOE	TOOLING ENG.
<input type="checkbox"/>	14TJM	JIGS MAKING	JIGS MAKING	●	Normal	0	14TOE	TOOLING ENG.
<input type="checkbox"/>	14TOE	TOOLING ENG.	TOOLING ENG.	●	Normal	60	14END	ENGINEERING DIVI
<input type="checkbox"/>	14TPP	MFG. PROC PLANNING	MFG. PROC PLANNI	●	Normal	0	14TOE	TOOLING ENG.
<input type="checkbox"/>	PHOT20A-F	HONDA NEW CIVIC FASTENER	HONDA NEW CIVIC	●	Normal	0		
<input type="checkbox"/>	PHOTEAW	PROJ. HONDA CIVIC BMMC (TEA	PROJ. HONDA CIV	●	Normal	0		
<input type="checkbox"/>	PHOTVAA	PROJ. HONDA ACCORD TVAA	PROJ. HONDA ACC	●	Normal	0		
<input type="checkbox"/>	PHOTVAA-F	PROJ. HONDA ACCORD TVAA-FA	PROJ. HONDA ACC	●	Normal	0		
<input type="checkbox"/>	PP213MC	PROJ. SAGA MC	PROJ. SAGA MC	●	Normal	0		
<input type="checkbox"/>	PP213MC-1	PROJECT SAGA MC CCB LHD	PROJECT SAGA MC	●	Normal	0		
<input type="checkbox"/>	PP213MC-2	PROJECT SAGA MC-BRKT ECU T	PROJECT SAGA MC-	●	Normal	0		
<input type="checkbox"/>	PP213MC-3	PROJECT SAGA MC2-CCB	PROJECT SAGA MC2	●	Normal	0		
<input type="checkbox"/>	PP213MC-4	SAGA-PANEL STRUT/PROCESS C	SAGA-PANEL STRUT	●	Normal	0		
<input type="checkbox"/>	PPEDAL	PROJ PROTON EXORA DASH LW	PROJ PROTON EXOR	●	Normal	0		
<input type="checkbox"/>	PPNL3RB	PROJ. PROTON X70	PROJ. PROTON X7	●	Normal	0		
<input type="checkbox"/>	PPSS11	PROJ. PROTON SS11	PROJ. PROTON SS1	●	Normal	0		
<input type="checkbox"/>	PPSX11	PROJ. PROTON SX11	PROJ. PROTON SX	●	Normal	0		



d) The section on “Advance Request” and “Declaration of Expenses” is required to be fill-in by the Requester. The expenses **MUST** segregated by the type defined in the Form (ie: Lodging/ Subsistence/ Transportation/ Entertainment/ Gift/ etc).

Advances Request			Declaration of Expenses					
Category	Description	Amount (RM)	Date of Transaction	Invoice / Receipt No.	Supplier / Vendor / Hotel Name	Description / Details of Transaction	Total Amount (Foreign Currency)	Total Amount (RM)
Hotel							Yen	
LODGING	Sub-total	-					Sub-total	-
Meals		1,607.00				Subsistence allowance		1,257.19
SUBSISTENCE	Sub-total	1,607.00					Sub-total	1,257.19
Cab	Home to KLIA	120.00	30.10.2022		Limo & Taxi Service	Home to KLIA		100.00

- e) The section on “Advance Request” **MUST** be tally per the “Total Estimated Cost of Advances” at the point of advance request.
- f) The section on “Declaration of Expenses” **MUST** be declared and tally per the bills/receipts/invoices/etc to be submitted to e-Kiosk.
- g) Requester is **MANDATORY** to fill-in all the details in the “Declaration of Expenses”.

Advances Request			Declaration of Expenses					
Category	Description	Amount (RM)	Date of Transaction	Invoice / Receipt No.	Supplier / Vendor / Hotel Name	Description / Details of Transaction	Total Amount (Foreign Currency)	Total Amount (RM)
Entertainment		5,000.00	31.10.2022	199144	Doutor	Refreshment DRB	1734	56.52
			31.10.2022	110993	Sato	Dinner with Atsumitec	11838	385.91
			31.10.2022	199186	Doutor	Refreshment DRB	40	1.30
			03.11.2022	721025	Soveriegn creation	Dinner with hyundai, shin young (RM)	-	1,090.40
			01.11.2022	4889	Kura	Dinner Atsumitec	5443	174.73
ENTERTAINMENT	Sub-total	5,000.00					Sub-total	1,708.86

- h) For **Subsistence Allowance** and **Misc Allowance**, **DO NOT** fill-in any amount in the tab “Declaration of Expenses”. The amount is required to be computed in the tab “Atch – Subsistence Allowance”. Refer to the next step in (h).

Advances Request			Declaration of Expenses					
Category	Description	Amount (RM)	Date of Transaction	Invoice / Receipt No.	Supplier / Vendor / Hotel Name	Description / Details of Transaction	Total Amount (Foreign Currency)	Total Amount (RM)
Meals		1,607.00				Subsistence allowance		1,257.19
SUBSISTENCE	Sub-total	1,607.00					Sub-total	1,257.19
Misc Allowance	20% of SA	321.48				Misc Allowance		335.25
Travel Insurance		60.00				Travel insurance		60
MISC <small>(telephone, laundry, etc)</small>	Sub-total	381.48					Sub-total	395.25

STEP 5 Login in the e-Kiosk for declaration of the advances taken. Under the heading “Claim Transaction”, select the claim type as “Overseas Subsistence Allowance” and click the button “Go To Submission”.

The screenshot shows the 'E Claim Management' menu with 'Claim Transaction' selected. The main area displays 'Claim Detail' with a table that is currently empty, showing 'No data to display'. The table has columns for Claim Date, Transaction Date, Amount, Receipt No, Status, and Attach. There are also buttons for 'New', 'Edit', and 'Delete'.

STEP 6 Requester is required to declared total submission for the advanced taken prior. All supporting documents are required to be upload in the e-Kiosk per requirement defined in Para 3.0.

Claim Submission

The 'Claim Submission' form includes fields for Submission ID (CSM0701062023001), Submission Period (JUN 2023), and Advance Receive (Paid Date, Advance, Not include Advance Claim). It also has fields for Total Submission and Total Advance, and a 'Calculate Total Submission' button. A table below lists claim types: Other Claims, Overseas Subsistence Allowance (checked), Overseas Travelling Expenses, and Petrol Claim. Below this table is another table with columns: Expenses Type, Status, ReceiptNumber, Amount, Reason, ItemID, and Attachment.

STEP 7 The approver is required to check the completeness and approved submission of the expenses per requirement defined in Para 3.0.

a) If “YES, approver **MUST** approved the submission in sequence order as follows:



b) If “NO”, approver will **REJECT** the submission. The requester is required to refer back to **STEP 1**.

STEP 8 Generate report on “Cash Advance Report”. All submission by Requester that has approved by approver, will be appear on the report.

REPORT NAME : Cash Advance Report
 Page No. : 13
 Date Printed : Friday, 14 April 2023 03:14 PM



EmpNo	Name	Travel Date To	Total Amount	Remarks	Paid Amount	Payment Date	Return Amount	Return Date	Unutilised Amount	SubmissionID	Declared Amount	Status
MD481	TAY CHEN KAH	12/04/2022	4800.00	Hyundai Audi & Vtel - 8 pax on 11 Apr 22 PHN Shah Alam 20Apr22 PHN Melaka	4,800.00	04/04/2022	0.00		244.73	CSM048100002001	4388.27	Approved
MD481	TAY CHEN KAH	01/07/2022	8001.88	M&E completed participate on AutoMechanika Webinar Ho Chi Minh City 2022. Travel Voucher approved and attached	5,001.88	24/06/2022	4,399.62	14/07/2022	6.03	CSM048100002004	4996.63	Approved
MD181	NURULHIDYAH BINTI RAHMAT	03/11/2022	4288.38	Transportation at Korea including COO's expenses	4,288.38	27/10/2022	0.00		1,887.20	CSM018112002001	2442.18	Approved
MD583	AMIR HUZAIMI BIN JAWAHR	18/11/2022	3789.33	Honda 350A Filter and Packaging Verification at Indonesia	3,789.33	11/11/2022	0.00		0.00	CSM0583112002001	4541.60	Approved
MD348	MOHD SHAZALI BIN ABDUL YUSOF	01/11/2022	7228.88	SUBSISTANCE ALLOWANCE: RM 1807.40 MEDIC ALLOWANCE: RM 321.45 OTHER CLAIMS: ENTERTAINMENT: RM 3000.00 TRAVEL INSURANCE: RM 60.00	7,228.88	26/10/2022	0.00		2,008.54	CSM03480120020012	5133.24	Approved
MD348	MOHD SHAZALI BIN ABDUL YUSOF	04/02/2023	1306.98	SUBSISTANCE ALLOWANCE: RM 630.00 MEDIC ALLOWANCE: RM 167.00 TRANSPORTATION: RM 240.00 TRAVEL INSURANCE: RM 60.00	1,306.98	01/02/2023	0.00		0.00	CSM03480220020019	1413.17	Approved
MD415	MOHD ISYRAF BIN USMAN	02/03/2023	2764.01	T22 Part Verification at G-TTC Thailand (Thailand Reel)	2,764.01	27/02/2023	0.00		1,006.55	CSM04150020020002	1757.46	Approved
MD308	KAMARUNNISA BIN MISMAN	18/10/2022	14736.91	ACCOMMODATION IN JAPAN 3PN 3 PAX: RM 2700.00 AIR FARE: RM 1000.00 OVERSEAS SUBSISTENCE ALLOWANCE: RM 1336.00 SUBSISTENCE ALLOWANCE: RM 1113.00 MEDIC ALLOWANCE: RM 222.00 OTHERS CLAIM: RM 300.00 TRANSPORTATION: RM 600.00 TRAVEL INSURANCE: RM 240.00	14,406.91	26/10/2022	0.00		6,336.68	CSM03080120020002	8193.23	Approved
MD348	MOHD SHAZALI BIN ABDUL YUSOF	23/09/2022	14382.01	Subsistence Allowance Inc: 30% med allowance Transportation Inc: 90. Korea travel insurance	14,382.01	14/09/2022	0.00		7,772.86	CSM03480020020022	6609.15	Approved
MD348	MOHD SHAZALI BIN ABDUL YUSOF	28/09/2022	3096.91	Overseas Subsistence Allowance: RM 708.00 Subsistence Allowance: RM 603.00 Medical Allowance: RM 133.00 Other Claims: RM 100.00 Other: RM 552.91	3,096.91	23/09/2022	0.00		1,061.77	CSM03480020020021	2034.14	Approved
MD481	TAY CHEN KAH	04/02/2023	11151.28	Advance for: Hotel in Bangkok: RM600 x 2 nights + 3 pax; Subsistence allowance (Bangkok Taxi): RM600.00 + RM125.21 + RM751.25; Transportation cost (Bangkok Taxi to & fro KUL): RM240; Transportation in Bangkok: RM600 x 3 days; 01 pax = RM1800.	11,151.28	01/02/2023	0.00		6.85	CSM04810020020027	11144.43	Approved

STEP 9 Finance will process any settlement of under-taken of advanced **OR** refundable of over-taken of advanced by the Requester.

a) For any refundable amount, email will be sent to Requester to notified on amount to be refund to PHN.

Dear En. Mior,

This email served as **gentle reminder** for overdue advanced taken not yet declared to date.

Our records shows that you have undeclared advanced as follows:

EmpNo	Name	Travel Date To	Total Amount	Remarks	Paid Amount	Payment Date	Return Amount	Return Date	Unutilised Amount	SubmissionID	Declared Amount	St
M0570	MOR MOHD FAZAL BIN ABD HAMED	2/3/2023	3364.01	T20A PRL RR Verification at GTTC Thailand.	3,364.01	27/2/2023	0.00	2/1/1900	373.62	CSM05700320230007	2990.39	Appro

The total of undeclared/ unrefunded advances taken to date is amounting of RM 373.62.

Please be reminded, per the Company's policy, any advances taken are required to be declared within 14 days from the date settlement of the event/ programs/ travelling/ etc.

We appreciate your cooperation to declare and submit all the supporting documents in the e-Kiosk system on immediate basis **to avoid any disruption of any next payment approval of future advances/ claims**.

Should you have any inquiry, please liaise with PIC Staff Advances/ Claim (Nazirah) for any dispute or clarification on the above matter.

b) For any settlement/payable amount, the payment will be processed on next reimbursement on monthly's staff claim.

STEP 10 End.

7.0 DO'(S) AND DON'T(S)

DO'(S)	DON'T(S)
Do fill up the mandatory field as stated per this WI	Don't leave mandatory field blank
Do fill up & provide the correct information as stated per this WI	Don't provide any incorrect/false information
Do provide supporting documents defined in Para 3.0 ONLY in one (1) pdf copy (clear and sequence order)	Don't scan each documents separately with blurry images which not readable
<p>Do arrange the bills/receipts/invoices/etc together in sequence order per expenses listed in the "Staff Advance and Declaration of Expenses"</p> <p>OR</p> <p>Do arrange the bills/receipts/invoices/etc by cross-referencing to row number of the expenses listed in the "Staff Advance and Declaration of Expenses". (ie: row 22 in the form is expenses for taxi, thus write down no.22 in the taxi receipt)</p>	Don't mixed up all the bills/receipts/invoices/etc without proper sequence order or cross-referencing, IF NOT , the submission in e-Kiosk will be rejected.
Do submit the advance request and settlement/declaration of expenses within stipulated dateline in para 4.0	Don't submit the advance request and settlement/declaration of expenses beyond stipulated dateline in para 4.0
Do read together this WI with the "Executive Employment Package" or other PHN's policy to ensure compliance on declaration and entitlement of the expenses	Don't under/(over) declare the expenses without properly guided by this WI and "Executive Employment Package" or other PHN's policy

8.0 FAILURE TO COMPLY ON THIS MANUAL

Failure to comply with this WI or manual will lead to:

- 1) payment of advance request might be delay after departure date; or
- 2) the following request on the advances will be rejected due to the late declaration of expenses; and
- 3) salary deduction for any advance taken not declared or refund to the PHN