



Persatuan Pertuturan-Bahasa & Pendengaran Malaysia

Malaysian Association of Speech-Language & Hearing (MASH)

Peti Surat 610, Pejabat Pos Jalan Sultan, 46770 Petaling Jaya, Selangor.

E-mail : mash1995@yahoo.com Website : www.mash.org.my

FINANCIAL CLAIM FORM

Name of claimer: _____

Date: _____

Contact no: _____

Description of claim	Details of expedition				Tol (RM) (1)	Parking (RM) (2)	Other claims (3)	
	Date	From	To	Distance (km)			Details	Total
<i>Total claims for item (1) + (2) + (3)</i>								
<i>Total claims for mileage (_____ km x 70 cents)</i>								
<i>Total amount claimed</i>								

Note: All claims must be accompanied with receipts for verification. Please refer to the administration's note for the claim guideline.

For Administration Used Only:

Approved by: _____

Date: _____

Financial Claims: Administrative Note

1. The following are the areas in which claims are justifiable. Note that claims can be made for travel when *organizing* a MASH event or an association related event but not when *attending* a MASH event. The following claims can also be made when attending an event officially representing MASH. A written endorsement from the Secretary should accompany the claim.
 - a. Travel
 - b. Toll charges
 - c. Parking
2. Phone calls: Documentation needs to be produced in an itemized bill, written description of call pertaining to whom call was made, for what purpose and for how long.
3. Writing an article for publication in Within Earshot or to be uploaded onto the website. Articles 1500 words or more are eligible for a RM30/- claim per article.
4. Subsequent to filing a claims with all necessary documentation attached, the claimant can expect to receive an acknowledgement of receipt within 10 working days of receipt of the claims and an acceptance or denial of claim within 30 working days of receipt of the claims.
5. Please note that claims may be submitted for up to 3 months of the event (for which claim is being made). Beyond that time, the claimant loses the right to place his/her claim and will need to submit a letter to The Treasurer, Malaysian Association of Speech and Hearing should they want to be considered for re-imburement beyond the time stipulated above.
6. MASH EXCO retains the right to accept or reject any claims made.