

CLAIM FORM

To : STUDENT ADVISOR
PETRONAS Education Sponsorship Unit
Embassy of Malaysia
3516 International Ct, NW
Washington, DC 20008

Date : _____

Name : _____

Address: _____

Tel. No.: _____

No.	Date (mm/dd/yy)	Description of Expenditure	Receipt #	Currency	Amt
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____

Total :

TOTAL: _____

I certify that the particulars given above are correct. Thank you.

Signature

Certification by PETRONAS

TERMS AND CONDITIONS OF CLAIMS

1. All claims **must** be supported by receipts.
2. Insert date of expenditure or dates covered by the expenditure.
3. Adequate description must be given, especially when description on receipts are too brief. For travel claims please indicate the initial and final destination as well as mode of travel (taxi, bus, rail, etc).
4. Expenses related to course must be certified by the university.
5. Expenses without receipts or supporting documents must be certified by PETRONAS.