

ALLOWABLE COST MATRIX

1. IN-HOUSE TRAINING (FACE TO FACE)

| TYPE OF TRAINING VENUE OF TRAINING ELIGIBILITY | TRAINING BY INTERNAL TRAINER Training conducted by a company's personnel | | TRAINING BY EXTERNAL TRAINER Training conducted by an external training provider | | TRAINING BY OVERSEA TRAINER Training conducted by a trainer from abroad | | SUPPORTING DOCUMENT(S) |
|---|---|-------------------------------------|---|---|--|-------------------------------------|---|
| | EMPLOYER'S PREMISE | EXTERNAL TRAINING PREMISE / HOTEL | EMPLOYER'S PREMISE | EXTERNAL TRAINING PREMISE / HOTEL | EMPLOYER'S PREMISE | EXTERNAL TRAINING PREMISE / HOTEL | |
| a) Internal trainer(s) Allowance = max RM1,000/day - Training <5 pax: Will be prorated | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | | | No supporting document needed ^④ |
| b) Course fee - max RM8,000/group/day for <i>HRD Corp Focus Area Courses</i> - max RM6,000/group/day for <i>Employer-Specific Courses</i> *Trainees <5 pax: Will be prorated | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Receipt |
| c) Meal Allowance for trainee(s) and internal/external trainer(s) =max RM50/pax/day (training session must be a minimum of 4 hours per day) | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | No supporting document needed ^④ |
| d) Overseas Trainer Daily Allowance = max RM400/day | | | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | No supporting document needed ^④ |
| e) Allowance (for trainee(s)/internal trainer(s) from branches) and external trainer(s) - ≤ 100km = max RM150 - >100km= max RM400* *employers can request for 1 extra day for trainee(s) from branch (involve movement) and internal trainer(s) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | No supporting document needed ^④ |
| g) Air ticket = actual rate of air fare (for trainee(s)/ internal trainer(s) from branches and external & oversea trainer(s) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Ticket stub/E-Ticket Evidence/Receipt & invoice from travel agent |
| h) Transportation = as per quotation | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> | Receipt from the transport provider |
| i) Consumable Training Materials (if total amount is ≤RM100, itemisation of materials are not required) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | No supporting document needed |
| NOTES | | | *external trainer(s) can only apply for either Meal Allowance or Daily Allowance | *external trainer(s) can only apply for either Rental of Training Place/ Hotel Package or Daily Allowance | | | ^④ Refer to Additional ^② Notes (Item 4) |

2) LOCAL PUBLIC TRAINING / SEMINAR / CONFERENCE (FACE TO FACE)

| Eligibility | How To Claim |
|--|---|
| a) Course Fee - max RM3,000/pax/day for HRD Corp Focus Area Courses - max RM1,300/pax/day for Employer Specific Courses | Receipt |
| b) Allowance - ≤ 100km = max RM150/pax/day - >100km = max RM400/pax/day (employers can request for 1 extra day) | No supporting document needed④ |
| c) Air Tickets = Actual rate of air fare | Ticket stub/E-Ticket Evidence/Receipt & Invoice from travel agent |

3) OVERSEAS TRAINING / SEMINAR / CONFERENCE (FACE TO FACE)

| Type of Training | Eligibility | How To Claim |
|------------------------------------|---|--|
| Overseas Training | a) Course Fee as charged (has to be converted to RM) b) Daily Allowance max RM1,000/pax/day (employers can request for 2 extra days) c) Air Tickets = Actual rate of air fare <i>Note: All costs are subject to HRD Corp's Terms & Conditions as well as rate of financial assistance. Subject to 50% rate of financial assistance.</i> | Receipt No supporting document needed ④ Ticket stub/E-Ticket Evidence/ Receipt & Invoice from travel agent |
| Overseas Seminar/Conference | a) Seminar/Conference Fee = as charged (has to be converted to RM) b) Daily Allowance max RM1,000/pax/day (employers can request for 2 extra days) c) Air Tickets = Actual rate of air fare <i>Note: All costs are subject to PSMB's Terms & Conditions as well as rate of financial assistance. Subject to 50% rate of financial assistance.</i> | Receipt No supporting document needed④ Ticket stub/E-Ticket Evidence/Receipt & Invoice from travel agent |

4) ONLINE TRAINING

| Type of Training | Eligibility | How To Claim |
|--|---|--|
| Public ROT | Course Fee - max RM2,000/pax/day for HRD Corp Focus Area Courses - max RM700/pax/day for Employer- Specific Courses | Receipt System generated attendance |
| E-Learning/ Mobile | Course Fee - max RM700/pax/day for Employer- Specific Courses | Receipt System generated attendance |
| In-House Remote Online Training (ROT) | Maximum of RM700/pax/day, limited to an amount not exceeding: - max RM8,000/group/day for HRD Corp Focus Area Courses *Trainees <5 pax: will be prorated - max RM6,000/group/day for Employer-Specific Courses | Receipt System generated attendance |

| Type of Training | Eligibility | How To Claim |
|---|---|---|
| Certification Remote Online Training (ROT) | Professional Certification/Examination fees as quoted by the certification/examination body. | Receipt (breakdown cost between Course fees and Examination fees)* System generated attendance |

*to provide confirmation from certification/examination bodies.

5) ONLINE TRAINING (E-LEARNING)

The financial assistance offered is as per table below:-

| Training Hours (s) | Number to key in the Estimated Cost Table in e-tris | Maximum Financial Assistance Allowed |
|--------------------|---|--------------------------------------|
| 1 Hour | 0.1 | RM70/pax |
| 2 Hours | 0.2 | RM140/pax |
| 3 Hours | 0.3 | RM210/pax |
| 4 Hours | 0.5 | RM350/pax |
| 5 Hours | 0.7 | RM490/pax |
| 6 Hours | 0.8 | RM560/pax |
| 7 Hours | 1.0 | RM700/pax |

*The above calculation is applicable for e-Learning training ONLY where the total training hours is less or equal to 7 hours.

CONSUMABLE TRAINING MATERIALS FOR ONLINE TRAINING

| Eligibility | How To Claim |
|--|---|
| a. In-House ROT i. HRD Corp-approved physical and licensed digital material; ii. Internet data cost of RM100/group. | i. HRD Corp approval letter ii. No supporting document needed④ |
| b. Public ROT i. HRD Corp-approved physical and licensed digital material. | i. HRD Corp approval letter |

Additional Notes

- Please note that employers are **only entitled to claim for one (1) type of allowance (i.e., meal or trainee) only** - subject to the training location.
- If the training duration is only four (4) hours (minimum), employers are entitled to **claim half of the financial assistance from the capped amount for all fees and allowances**, except if otherwise stated.
- If the claim is submitted by a Training Provider, the supporting documents required are:
 - Joint Declaration 14 Form (JD 14)
 - Attendance T3 Form
 - Invoice issued to HRD Corp
 - System Generated Attendance (for Online Training only)**The system generated attendance must be signed and declared by both Training Provider and Employer with company stamp, name and position of the authorised officer and date.*
- HRD Corp may request for any other relevant documents deemed necessary for **verification/confirmation purposes**.
- HRD Corp reserves the right to **revise the terms and conditions** of this Allowable Cost Matrix at its sole discretion to meet the objectives of the scheme.
- All approvals are at the **sole discretion of HRD Corp**.