



EMPLOYEE EXPENSE CLAIM VOUCHER



| | | | |
|----------------|----------------------------|--------------|------------------|
| ECV No | : CV-20220831-0168 | ECV Date | : 31-08-2022 |
| Department | : EAST INDONESIA | ECV Status | : CREATED |
| Employee SN | : 00003276 | Division | : EAST INDONESIA |
| Employee Name | : TEMA S MENDROFA | Branch | : AREA EAST IND. |
| Employee Email | : TMENDROFA@TRAKINDO.CO.ID | Cost Center | : 10B0299JA |
| | | Claim Number | : 1 |

Cash Detail

Refer to : -
 IO No :
 Credit Card Settlement : NO
 TCAR Period : -

Business Travel

| Date | Expense Type | Description | TCAR Ref | Cost Center | WO / IO No. | Currency | Actual Expense |
|------|--------------|-------------|----------|-------------|-------------|----------|----------------|
|------|--------------|-------------|----------|-------------|-------------|----------|----------------|

Non-Travel

| Date | Expense Type | Description | TCAR Ref | Cost Center | WO / IO No. | LoB | Currency | Actual Expense |
|------|--------------|-------------|----------|-------------|-------------|-----|----------|----------------|
|------|--------------|-------------|----------|-------------|-------------|-----|----------|----------------|

VER

| Expense Type | Currency | Periode | Actual Expense |
|---|----------|-------------------------|----------------|
| Allocated Vehicle - Toll | IDR | 31-08-2022 - 31-08-2022 | 170,000.00 |
| Allocated Vehicle - Fuel | IDR | 02-08-2022 - 22-08-2022 | 1,000,000.00 |
| Allocated Vehicle - Park | IDR | 31-08-2022 - 31-08-2022 | 91,000.00 |
| Allocated Vehicle - Repar & Maintenance | IDR | 11-08-2022 - 22-08-2022 | 295,900.00 |

| Status | Currency | Actual Expense |
|--------|----------|----------------|
|--------|----------|----------------|

| | | |
|-------|-----|--------------|
| Claim | IDR | 1,556,900.00 |
|-------|-----|--------------|

Approval Matrix

| SN | Employee Name | Roles | Email | Status |
|----------|--------------------------|----------------------|---------------------------|----------------------|
| 00002869 | TRAS DWIADJI BUANA | GENERAL ADMIN | tras.buana@trakindo.co.id | WAITING FOR APPROVAL |
| 00003714 | TUNAS IMMAWAN PRIYAMBUDI | SUPERIOR | ipriyamb@trakindo.co.id | WAITING FOR APPROVAL |
| - | [VERIFICATION SECTION] | VERIFICATION SECTION | - | WAITING FOR APPROVAL |

File Attachments

| Created Date | Created Name | Name |
|----------------------|--------------------|--|
| 8/31/2022 4:35:08 PM | TRAS DWIADJI BUANA | Nota 1. Fuel, Toll, Parking, Repair and Maintenance, Vehicle GM..pdf |

I hereby declare that all the information above is true and correct, supported by adequate evidence as required by the Company policies in filling in a claim. I understand that filing a false claim will result in rejection from the approver and any other disciplinary actions based on Company policies.

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