



EMPLOYEE EXPENSE CLAIM VOUCHER



ECV No	: CV-20200928-0077	ECV Date	: 28-09-2020
Department	: SERVICE FIELD	ECV Status	: CREATED
Employee SN	: 00004201	Division	: SUMATERA
Employee Name	: EFENDI	Branch	: PEKANBARU
Employee Email	: E.EFENDI@TRAKINDO.CO.ID	Cost Center	: 10F1960HA
		Claim Number	: 1

Cash Detail

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

Business Travel

Date	Expense Type	Description	TCAR Ref	Cost Center	WO No.	Currency	Actual Expense
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Non-Travel

Date	Expense Type	Description	TCAR Ref	Cost Center	WO / IO No.	LoB	Currency	Actual Expense
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Expense Type	Currency	Periode	Actual Expense
Operation Vehicle - Fuel	IDR	23-09-2020 - 25-09-2020	350,000.00
Operation Vehicle - Repair & Maintenance	IDR	26-09-2020 - 26-09-2020	55,000.00

Status	Currency	Actual Expense
Claim	IDR	405,000.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003129	POSMA HOTMAN SIRAIT	SUPERIOR	posma.sirait@trakindo.co.id	WAITING FOR APPROVAL
-	[VERIFICATION SECTION]	VERIFICATION SECTION	-	WAITING FOR APPROVAL

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.

This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.