



EMPLOYEE EXPENSE CLAIM VOUCHER



ECV No	: CV-20200221-0085	ECV Date	: 17-02-2020
Department	: SERVICE BANGKA BELITUNG	ECV Status	: CREATED
Employee SN	: 00004403	Division	: SOUTHERN SUM
Employee Name	: DARWIN PARLINDUNGAN SITORUS	Branch	: BANGKA BELITUNG
Employee Email	: DARWIN.SITORUS@TRAKINDO.CO.ID	Cost Center	: 10F1360HA
		Claim Number	: 1

Cash Detail

Refer to TCAR No : TC-20200103-0026
 Credit Card Settlement : NO
 TCAR Period : 03-01-2020 - 30-01-2020

Business Travel

Date	Expense Type	Description	TCAR Ref	Cost Center	WO No.	Currency	Actual Expense
2020-01-04	Service - Meals	Makan Siang	-		8500074627	IDR	46,000.00
2020-01-06	Service - Meals	Makan Siang	-		8500074627	IDR	45,000.00
2020-01-08	Service - Meals	Makan siang dan Malam	-		8500077922	IDR	71,000.00
2020-01-09	Service - Meals	Makan siang dan malam	-		8500077746	IDR	60,000.00
2020-01-16	Service - Meals	Makan Malam			8500078657	IDR	55,000.00
2020-01-21	Service - Meals	Makan Malam			8500079167	IDR	30,000.00
2020-01-22	Service - Meals	Makan Malam			8500079167	IDR	40,000.00
2020-01-24	Service - Meals	Daily busines	TCAR Bulan Januari		8500079422	IDR	350,000.00
2020-01-25	Service - Meals	Makan siang			8500079422	IDR	37,000.00
2020-01-27	Service - Meals	Makan siang dan Malam			8600181890	IDR	59,000.00
2020-01-28	Service - Meals	Makan siang			8600180573	IDR	29,000.00
2020-01-29	Service - Meals	Makan siang			8600018057	IDR	25,000.00
2020-01-30	Service - Meals	Makan siang dan Malam			8500080315	IDR	60,000.00
2020-01-31	Service - Meals	Makan Malam			8500080662	IDR	57,000.00

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
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Status	Currency	Cash Requested	Actual Expense	Total
Refund	IDR	5,000,000.00	964,000.00	4,036,000.00
Claim	USD	0.00	0.00	0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
-	[SERVICE ACCOUNT]	SERVICE ACCOUNT	-	WAITING FOR APPROVAL
00010385	MERSI INDRIANI	SUPERIOR	mersi.indriani@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.

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