



# EMPLOYEE EXPENSE CLAIM VOUCHER



ECV No	: CV-20190102-0047	ECV Date	: 02-01-2019
Department	: SERVICE PALEMBANG	ECV Status	: UPDATED BY REQUESTOR
Employee SN	: 00004782	Division	: SOUTHERN SUM
Employee Name	: MUHAMMAD YUSUF	Branch	: PALEMBANG
Employee Email	: MUHAMMAD.YUSUF@TRAKINDO.CO.ID	Cost Center	: 10F2260HA

## Cash Detail

Refer to TCAR No : TC-20181217-0011  
 Credit Card Settlement : NO  
 TCAR Period : 17-12-2018 - 17-12-2018

Date	Expense Type	Description	TCAR Ref	Cost Center	WO No.	LoB	Currency	Actual Expense
2018-12-20	Service - Daily Lumpsum	PT.WASKITA KARYA / TS MACHINE			8500022596		IDR	200,000.00
2018-12-20	Service - Vehicle Fuel	BG 9141 NR / KM 80098					IDR	269,026.00
2018-12-21	Service - Daily Lumpsum	PT.WASKITA KARYA / TS MACHINE			8500022596		IDR	200,000.00
2018-12-24	Service - Daily Lumpsum	PT.MNANGA OGAN / REPLACE HEAT SINK AND FUEL LINES			8500022133		IDR	200,000.00
2018-12-24	Service - Vehicle Fuel	BG 9142 NR / KM 81821					IDR	242,000.00
2018-12-26	Service - Daily Lumpsum	PT.NOISE PRATAMA / DELIVERY UNIT			8600046945		IDR	200,000.00
2018-12-26	Service - Vehicle Fuel	BG 9141NR / KM 80753					IDR	192,000.00
2018-12-27	Service - Daily Lumpsum	PT.NOISE PRATAMA / DELIVERY UNIT			8600046945		IDR	100,000.00
2018-12-28	Service - Daily Lumpsum	PT.PERTAMIN A EP / PM1			8500023233		IDR	200,000.00
2018-12-29	Service - Vehicle Maintenance	CUCI MOBIL					IDR	70,000.00
2018-12-29	Service - Vehicle Fuel	BG 9141 NR / KM 81123					IDR	150,000.00

2018-12-29	Service - Daily Lumpsum	PT.PERTAMIN A EP / PM3			8500023235		IDR	100,000.00
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Status	Currency	Cash Requested	Actual Expense	Total
Claim	IDR	2,000,000.00	2,123,026.00	123,026.00
Claim	USD	0.00	0.00	0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
-	[SERVICE ACCOUNT]	SERVICE ACCOUNT	-	WAITING FOR APPROVAL
00003978	M FAISAL MUHDANA	SUPERIOR	muhammad.muhdana@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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