



EMPLOYEE EXPENSE CLAIM VOUCHER



| | | | |
|----------------|-----------------------|--------------|------------------------|
| ECV No | : CV-20200225-0018 | ECV Date | : 25-02-2020 |
| Department | : GENERAL ADMIN | ECV Status | : APPROVED BY SUPERIOR |
| Employee SN | : 00014177 | Division | : TEMBAGAPURA |
| Employee Name | : FRANSISKUS PONDAYAR | Branch | : HO TEMBAGAPURA |
| Employee Email | : FPONDAYA@FMI.COM | Cost Center | : 10C0299JO |
| | | Claim Number | : 1 |

Cash Detail

| | |
|------------------------|--------------------|
| Refer to TCA No | : PC-20200213-0012 |
| Credit Card Settlement | : NO |
| TCAR Period | : - |

Business Travel

| Date | Expense Type | Description | TCAR Ref | Cost Center | WO 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 |
|-----------------------------|----------|-------------------------|----------------|
| Service - Vehicle License | IDR | 17-02-2020 - 17-02-2020 | 1,600,000.00 |
| Operation Vehicle - License | IDR | 17-02-2020 - 17-02-2020 | 1,600,000.00 |
| Allocated Vehicle - License | IDR | 17-02-2020 - 17-02-2020 | 1,800,000.00 |

| Status | Currency | Cash Requested | Actual Expense | Total |
|--------|----------|----------------|----------------|--------------|
| Refund | IDR | 5,000,000.00 | 0.00 | 5,000,000.00 |

Approval Matrix

| SN | Employee Name | Roles | Email | Status |
|----------|------------------------|----------------------|-------------------------------|----------------------|
| 00012654 | NANANG QASIM | SUPERIOR | nqosim@fmi.com | APPROVED |
| 00012939 | FENNY WULLUR | SUPERIOR | fenny.wullur@trakindo.co.id | APPROVED |
| 00035458 | DEVI SUMARHADI | SUPERIOR | devi.sumarhadi@trakindo.co.id | APPROVED |
| - | [VERIFICATION SECTION] | VERIFICATION SECTION | - | WAITING FOR APPROVAL |

File Attachments

| Created Date | Created Name | Name |
|---------------------|----------------|-------------------------|
| 3/2/2020 8:57:58 AM | DEVI SUMARHADI | VER-20200218-0020-1.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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