



EMPLOYEE EXPENSE CLAIM VOUCHER



ECV No	: CV-20230703-0287	ECV Date	: 30-06-2023
Department	: SERVICE DIRECT	ECV Status	: CREATED
Employee SN	: 00016990	Division	: SUMATERA
Employee Name	: FERIAL SILVANO	Branch	: BANGKA BELITUNG
Employee Email	: FERIAL.SILVANO@TRAKINDO.CO.ID	Cost Center	: 10F1360HA
		Claim Number	: 1

Cash Detail

Refer to TCAR No : TC-20230604-0003
 IO No :
 Credit Card Settlement : NO
 TCAR Period : 04-06-2023 - 30-06-2023

Business Travel

Date	Expense Type	Description	TCAR Ref	Cost Center	WO / IO No.	Currency	Actual Expense
2023-06-04	Service - Meals	CHECK UNIT	TC-20230604-0003		8600588003	IDR	67,000.00
2023-06-07	Service - Meals	CHECK UNIT	TC-20230604-0003		8500244291	IDR	168,000.00
2023-06-10	Service - Meals	REPLACE INJECTOR	TC-20230604-0003		8500243284	IDR	88,000.00
2023-06-26	Service - Meals	CHECK UNIT	TC-20230604-0003		8500243284	IDR	72,000.00
2023-06-27	Service - Meals	CHECK UNIT	TC-20230604-0003		8600588003	IDR	87,000.00
2023-06-28	Service - Meals	PM1000	TC-20230604-0003		8500247674	IDR	88,000.00

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	570,000.00	4,430,000.00
Claim	USD	0.00	0.00	0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
-	[SERVICE ACCOUNT]	SERVICE ACCOUNT	-	WAITING FOR APPROVAL
00003070	HENDRY TARIGAN	SUPERIOR	hendry.tarigan@trakindo.co.id	WAITING FOR APPROVAL
00010385	MERSI INDRIANI	SUPERIOR	mersi.indriani@trakindo.co.id	WAITING FOR APPROVAL
-	[VERIFICATION SECTION]	VERIFICATION SECTION	-	WAITING FOR APPROVAL

File Attachments

Created Date	Created Name	Name
7/3/2023 4:38:50 PM	FERIAL SILVANO	TCAR VR06.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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