TRAKINDO UTAMA

# EXPENSE CLAIM VOUCHER

**Month** : Januari
**Year** : 2023

**Name** ..... : R. Azie Supradinata
**S. N.** ..... : 20669/G3496
**Department** .... : Sales
**Branch** ..... : BSD
**Division** ..... : Part & Service

**Payment by :** Cash / Transfer
**Acc. No.** :
**Bank** :

| Date | Description | | Entertaiment Expenses *) | Foreign Currency | Rupiah Equivalent | Expense Code |
|---|---|---|---|---|---|---|
| | **Vehicle Expenses ( as per attached )** | | | | | |
| | Tol, Park, | | | | 457,500 | |
| | Entertaiment | | | | | |
| | Extra Fuel | | | | - | |
| | Carwash | | | | | |
| | VER-20230327-0051 | | | | | |
| | **Total** | **Rp.** | | | **457,500** | |
| | **Advance Received** | **Rp.** | | | | |
| | | **USD.** | | | | |
| | **Credit Card** | **Rp.** | | | | |
| | | **USD.** | | | | |
| | **Sub Total Advance & Credit Card** | **Rp.** | | | | |
| | **( Refund ) / Claim** | **Rp.** | | | **457,500** | |

*( Amount of Refund in Words : Empat Ratus Lima Puluh Tujuh Ribu Lima Ratus Rupiah )*

| Claimant | Approved | Account Dept. | Sign Receipt |
|---|---|---|---|
| ( Azie Supradinata ) | ( Ruswanto Iwan ) | ( ..... ) | |

| For Account use only | | | |
|---|---|---|---|
| **Account Code** | **Amount** | Input by, | Cashier Sign Receipt For REFUND |
| | | ( ..... ) | ( ..... ) |
| | | Date : .... / .... / ..... | BN Ref : ..... |
| | | | Date : ..... |
| | | | BDS Ref : ..... |
| | | | Date : ..... |

Note : - *) Please complete this column for the Tax Allowable Entertainment Expenses and complete the "DAFTAR NOMINATIF"
- Please cross unused lines

Form 163R-01