



EMPLOYEE EXPENSE CLAIM VOUCHER



ECV No	: CV-20221208-0200	ECV Date	: 08-12-2022
Department	: HUMAN RESOURCES	ECV Status	: APPROVED BY SUPERIOR
Employee SN	: 00024573	Division	: JAVA
Employee Name	: NISSA FATHARANI KAUTSAR	Branch	: BSD
Employee Email	: NISSA.KAUTSAR@TRAKINDO.CO.ID	Cost Center	: 10A1099JB
		Claim Number	: 1

Cash Detail

Refer to : -
 IO No :
 Credit Card Settlement : NO
 TCAR Period : -

Business Travel

Date	Expense Type	Description	TCAR Ref	Cost Center	WO / IO No.	Currency	Actual Expense
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Non-Travel

Date	Expense Type	Description	TCAR Ref	Cost Center	WO / IO No.	LoB	Currency	Actual Expense
2022-10-31	External Events - Meals	snack TSAP (Nissa Agil)		10A0299HT			IDR	64,000.00
2022-11-23	External Events - Stationery	Gojek ke ITC beli Ring Light		10A0299JA			IDR	10,000.00
2022-11-23	External Events - Stationery	Lampu sorot		10A0299HT			IDR	111,681.00
2022-11-23	External Events - Stationery	kain putih dan hijau		10A0299HT			IDR	240,000.00
2022-11-23	External Events - Stationery	Ring Light Big 1 set		10A0299HT			IDR	280,000.00
2022-11-23	External Events - Stationery	kain greenscreen dan ongkos jahit		10A0299HT			IDR	204,000.00
2022-11-29	External Events - Stationery	Kemeja TSAP 3 (Wilhelmus Wuda)		10A0299JA			IDR	220,000.00

2022-11-29	External Events - Stationery	Parkir ITC		10A0299JA			IDR	5,000.00
2022-11-29	External Events - Meals	Roti untuk SDN CSR (3 Ciater dan 4 Rumpin)		10A0299HT			IDR	199,200.00
2022-11-29	External Events - Meals	Lunch Nissa dan Budi Setiawan		10A0299HT			IDR	111,000.00
2022-11-30	External Events - Stationery	spousebound green screen dan ongkos jahit		10A0299HT			IDR	210,900.00
2022-11-30	External Events - Meals	snack 4 orang (Nissa, Wuda, Hendrik, Wisnu)		10A0299HT			IDR	115,700.00
2022-11-30	External Events - Meals	Lunch 5 orang (Nissa , Wuda, Kumara , Hendrik , Wisnu)		10A0299HT			IDR	394,000.00
2022-12-01	External Events - Meals	Snack 4 Orang (Nissa, Wuda, Hendrik, Wisnu)		10A0299HT			IDR	110,000.00
2022-12-01	External Events - Meals	Lunch 4 orang (Nissa, Hendrik, Wisnu, Wuda)		10A0299HT			IDR	180,000.00
2022-12-06	External Events - Stationery	dekorasi TSAP dan Innovation Day		10A0299HT			IDR	249,000.00
2022-12-07	External Events - Registration	Tol BSD - Cibubur		10A0299JA			IDR	23,000.00
2022-12-07	External Events - Registration	Tol BSD - Cibubur		10A0299JA			IDR	7,000.00
2022-12-07	External Events - Registration	Parkir TSM		10A0299JA			IDR	23,000.00
2022-12-07	External Events - Registration	Tol Cibubur - BSD		10A0299JA			IDR	7,000.00
2022-12-07	External Events - Registration	Tol Cibubur - BSD		10A0299JA			IDR	16,000.00
2022-12-07	External Events - Registration	Tol Cibubur - BSD		10A0299JA			IDR	7,000.00
2022-12-07	External Events - Registration	Tol Cibubur - BSD		10A0299JA			IDR	5,500.00
2022-12-07	External Events - Meals	Parkir The Breeze		10A0299JA			IDR	9,000.00
2022-12-07	External Events - Meals	Dinner 3 orang (lembur dekorasi ruangan)		10A0299HT			IDR	119,000.00

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Expense Type	Currency	Periode	Actual Expense
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Status	Currency	Actual Expense
Claim	IDR	2,920,981.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003295	REKY HENDRAWAN	SUPERIOR	rhendraw@trakindo.co.id	APPROVED
-	[VERIFICATION SECTION]	VERIFICATION SECTION	-	WAITING FOR APPROVAL

File Attachments

Created Date	Created Name	Name
12/8/2022 6:40:21 PM	REKY HENDRAWAN	WhatsApp Image 2022-12-08 at 5.45.03 PM.jpeg

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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