



EMPLOYEE EXPENSE CLAIM VOUCHER



ECV No	: CV-20220418-0206	ECV Date	: 18-04-2022
Department	: SERVICE DIRECT	ECV Status	: CREATED
Employee SN	: 10000662	Division	: JAVA
Employee Name	: ADHITIA PRADANA	Branch	: BSD
Employee Email	: ADHITIA.PRADANA@TRAKINDO.CO.ID	Cost Center	: 10A1060HA
		Claim Number	: 1

Cash Detail

Refer to TCAR No : TC-20220301-0255 ()
 Credit Card Settlement : NO
 TCAR Period : 01-03-2022 - 31-03-2022

Business Travel

Date	Expense Type	Description	TCAR Ref	Cost Center	WO / IO No.	Currency	Actual Expense
2022-03-01	Service - Meals	lunch			8600425620	IDR	35,000.00
2022-03-02	Service - Meals	dinner			8600425933	IDR	71,000.00
2022-03-03	Service - Meals	lunch and dinner			8600426055	IDR	147,000.00
2022-03-04	Service - Meals	lunch			8600426662	IDR	35,000.00
2022-03-05	Service - Meals	lunch and dinner			8600426869	IDR	120,000.00
2022-03-07	Service - Daily Lumpsum	daily lumpsum			8600427329	IDR	350,000.00
2022-03-08	Service - Meals	lunch			8600427544	IDR	35,000.00
2022-03-09	Service - Meals	lunch and dinner			8600428185	IDR	133,700.00
2022-03-10	Service - Meals	lunch and dinner			8600428396	IDR	118,000.00
2022-03-11	Service - Meals	lunch and dinner			8600428861	IDR	125,000.00
2022-03-12	Service - Meals	lunch and dinner			8600429058	IDR	167,000.00
2022-03-14	Service - Meals	lunch and dinner			8600429462	IDR	115,000.00
2022-03-15	Service - Meals	lunch and dinner			8600429927	IDR	149,000.00
2022-03-16	Service - Daily Lumpsum	daily lumpsum			8600430578	IDR	350,000.00
2022-03-17	Service - Meals	lunch			8600430740	IDR	51,900.00
2022-03-18	Service - Meals	lunch and dinner			8600431095	IDR	76,000.00
2022-03-19	Service - Daily Lumpsum	daily lumpsum			8600431369	IDR	350,000.00

2022-03-21	Service - Meals	lunch and dinner			8600431096	IDR	135,000.00
2022-03-22	Service - Meals	lunch			8600432135	IDR	35,000.00
2022-03-23	Service - Meals	lunch and dinner			8600432511	IDR	123,000.00
2022-03-24	Service - Meals	lunch and dinner			8600432937	IDR	122,000.00
2022-03-25	Service - Daily Lumpsum	daily lumpsum			8600433324	IDR	350,000.00
2022-03-28	Service - Meals	lunch and dinner			8600433988	IDR	124,000.00
2022-03-29	Service - Meals	lunch and dinner			8600434037	IDR	123,000.00
2022-03-30	Service - Meals	lunch and dinner			8600431360	IDR	112,000.00
2022-03-31	Service - Meals	lunch and dinner			8600427746	IDR	135,000.00

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
Claim	IDR	0.00	3,687,600.00	3,687,600.00
Claim	USD	0.00	0.00	0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
-	[SERVICE ACCOUNT]	SERVICE ACCOUNT	-	WAITING FOR APPROVAL
00007050	AGUS SUPRIANTO	SUPERIOR	agus.suprianto@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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