



# EMPLOYEE EXPENSE CLAIM VOUCHER



ECV No	: CV-20230825-0085	ECV Date	: 25-08-2023
Department	: SERVICE DIRECT	ECV Status	: APPROVED BY SUPERIOR
Employee SN	: 10002927	Division	: SUMATERA
Employee Name	: MUHAMMAD WANDA FRATAMA	Branch	: BANDA ACEH
Employee Email	: MUHAMMAD.W.FRATAMA@TRAKINDO.CO.I D	Cost Center	: 10F1560HA
		Claim Number	: 1

## Cash Detail

Refer to TCAR No : TC-20230802-0147  
 IO No :  
 Credit Card Settlement : NO  
 TCAR Period : 26-07-2023 - 25-08-2023

## Business Travel

Date	Expense Type	Description	TCAR Ref	Cost Center	WO / IO No.	Currency	Actual Expense
2023-07-26	Service - Daily Lumpsum	-	TC-20230802-0147		8600606843	IDR	350,000.00
2023-07-27	Service - Daily Lumpsum	-	TC-20230802-0147		8500244095	IDR	350,000.00
2023-07-28	Service - Daily Lumpsum	-	TC-20230802-0147		8500244095	IDR	350,000.00
2023-07-29	Service - Daily Lumpsum	-	TC-20230802-0147		8500244095	IDR	350,000.00
2023-07-30	Service - Daily Lumpsum	-	TC-20230802-0147		8500244095	IDR	350,000.00
2023-07-31	Service - Daily Lumpsum	-	TC-20230802-0147		8500244095	IDR	350,000.00
2023-08-01	Service - Daily Lumpsum	-	TC-20230802-0147		8500244095	IDR	350,000.00
2023-08-02	Service - Daily Lumpsum	-	TC-20230802-0147		8500244095	IDR	350,000.00

2023-08-03	Service - Daily Lumpsum	-	TC-20230802-0147		8500244095	IDR	350,000.00
2023-08-04	Service - Daily Lumpsum	-	TC-20230802-0147		8500244095	IDR	350,000.00
2023-08-05	Service - Daily Lumpsum	-	TC-20230802-0147		8500244095	IDR	350,000.00
2023-08-06	Service - Daily Lumpsum	-	TC-20230802-0147		8600609292	IDR	350,000.00
2023-08-07	Service - Daily Lumpsum	-	TC-20230802-0147		8500240953	IDR	350,000.00
2023-08-08	Service - Daily Lumpsum	-	TC-20230802-0147		8600610539	IDR	350,000.00
2023-08-09	Service - Meals	-	TC-20230802-0147		8500240953	IDR	68,000.00
2023-08-11	Service - Meals	-	TC-20230802-0147		8600601602	IDR	62,000.00
2023-08-15	Service - Meals	-	TC-20230802-0147		8500252692	IDR	79,000.00
2023-08-18	Service - Meals	-	TC-20230802-0147		8600601607	IDR	68,000.00
2023-08-24	Service - Daily Lumpsum	-	TC-20230802-0147		8600603013	IDR	61,000.00

## Non-Travel

Date	Expense Type	Description	TCAR Ref	Cost Center	WO / IO No.	LoB	Currency	Actual Expense
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## VER

Expense Type	Currency	Periode	Actual Expense
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Status	Currency	Cash Requested	Actual Expense	Total
Claim	IDR	5,000,000.00	5,238,000.00	238,000.00
Claim	USD	0.00	0.00	0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
-	[SERVICE ACCOUNT]	SERVICE ACCOUNT	-	APPROVED
00011803	FIKRI MUCHLIS	SUPERIOR	fikri.muchlis@trakindo.co.id	APPROVED
-	[VERIFICATION SECTION]	VERIFICATION SECTION	-	WAITING FOR APPROVAL

## File Attachments

Created Date	Created Name	Name
8/25/2023 11:25:14 AM	MUHAMMAD WANDA FRATAMA	FOR 26-25_compressed.pdf
8/25/2023 11:25:14 AM	MUHAMMAD WANDA FRATAMA	SERVICE MEAL 01_compressed.pdf
8/25/2023 11:25:14 AM	MUHAMMAD WANDA FRATAMA	SERVICE MEAL 02_compressed.pdf
8/25/2023 11:25:14 AM	MUHAMMAD WANDA FRATAMA	SERVICE MEAL 03_compressed.pdf
8/25/2023 11:25:14 AM	MUHAMMAD WANDA FRATAMA	SERVICE MEAL 04_compressed.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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