



TRAVEL AUTHORIZATION FORM

INDONESIA

OVERSEAS

TO : ACCOUNTING & FINANCE DEPT.

DEPARTMENT : Testing and Inspection PROJECT NAME: S PT Schlumber CIB

NAME : DARMENDRA EMPL.NO : 13041

ITINERARY : (from: Batam To: CIB)

PURPOSE : Inspection

ADVANCE = Rp 2.700.000

DEPARTURE DATE : 5-May-23 RETURN DATE : 19-May-23

| TYPE OF EXPENSES | DESCRIPTION | BUDGET | QUANTITY | UNIT | TOTAL |
|----------------------|--------------------------|-------------|----------|------|---------------|
| Ticket | - | IDR - | - | - | IDR - |
| Local Transportation | Taxi | IDR 600.000 | - | - | IDR 600.000 |
| Meal | Breakfast, Lunch, Dinner | IDR 120.000 | 15 | days | IDR 1.800.000 |
| Miscellaneous | Lundry | IDR 30.000 | 10 | days | IDR 300.000 |
| | | | | | IDR 2.700.000 |

NOTE :

FOR SUPPORTING DOCUMENT, ALL EVIDENCE SHALL BE REPORTED/ATTACHED TOGETHER WITH YOUR BUSINESS TRIP / TRAINING EXPENSE REPORT.

REQUESTOR DEPARTMENT

| Prepared By : | Checked By : | Checked By : |
|---------------|--------------|--------------|
| | | |
| REQUESTOR | SUPERVISOR | PM/HOD |

RECEIVED BY FIN & ACCT

| Received By : | Approved By : | Money Received By, |
|---------------|---------------|--------------------|
| | | |
| STAFF | DIRECTOR | REQUESTOR |