



TRAVEL EXPENSES REPORT FORM

Employee Name	: DARMENDRA
Employee ID	: 13041
PO Number	:
Project Name	: G2 Ocean

NO.	DATE	DESCRIPTION ITEMS	MEAL		TRANSPORT		HOTEL		OTHERS	
			Curr	AMOUNT	Curr	AMOUNT	Curr	AMOUNT	Curr	AMOUNT
1	1-May-23	Taxi to Bandara Hangnadim			IDR	50.000				
2	1-May-23	Wrapping							IDR	50.000,00
3	1-May-23	Meal Allowance (Drink+Lunch+Dinner)	IDR	120.000						
4	2-May-23	Meal Allowance (Drink+Lunch+Dinner)	IDR	120.000						
5	3-May-23	Meal Allowance (Drink+Lunch+Dinner)	IDR	120.000						
6	4-May-23	Meal Allowance (Drink+Lunch+Dinner)	IDR	120.000						
7	4-May-23	Gasoline							IDR	300.000,00
TOTAL			IDR	480.000,00		50.000,00				350.000,00

APPROVAL				
REQUESTOR DEPARTMENT			FINANCE AND ACCOUNTING	
Prepared by,	Reviewed by,	Reviewed by,	Received by,	Approved by,
Requestor	Supervisor	PM/ HOD	Finance and Accounting	Commercial & Administration Director
Date : 17/05/2023	Date :	Date :	Date :	Date :

TRIP DETAILS	
Purpose of trip :	
G2 Ocean	
<input type="checkbox"/>	Business trip./Meeting
<input checked="" type="checkbox"/>	Inspection/Training
Date of Departure	: 01/05/2023
Date of Arrival	: 04/05/2023

Total Exp.	
Curr	Amount
IDR	880.000,00

TA		1.600.000,00
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Balance		(720.000,00)
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Balance

Currency exchange	
1 USD	IDR _____
1 SGD	IDR _____

Return to the Company
 Claim to the Company

