


# TRAVEL EXPENSES REPORT FORM

Employee Name : REZA KUKUH PURWANTO  
 Employee ID : 22319  
 PO Number :  
 Project Name : OCTG - PHKT

NO.	DATE	DESCRIPTION ITEMS	MEAL		TRANSPORT		HOTEL		OTHERS	
			Curr	AMOUNT	Curr	AMOUNT	Curr	AMOUNT	Curr	AMOUNT
1	11-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
2	12-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
3	13-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
4	14-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
5	15-Jun-22	Breakfast, Lunch, Dinner, Laundry, Grab		120.000		70.000				30.000,00
6	16-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
7	17-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
8	18-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
9	19-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
10	20-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
11	21-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
12	22-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
13	23-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
14	24-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
15	25-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
16	26-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
17	27-Jun-22	Breakfast, Lunch, Dinner, Laundry		120.000						30.000,00
				2.040.000,00		70.000,00				510.000,00

APPROVAL				
REQUESTOR DEPARTMENT			FINANCE AND ACCOUNTING	
Prepared by,	Reviewed by,	Reviewed by,	Received by,	Approved by,
				
Requestor Reza Kukuh Purwanto	Supervisor	PM/ HOD	Accounting and Finance	Director
Date : 27 June 2022	Date :	Date :	Date :	Date :

TRIP DETAILS	
Purpose of trip :	
<input type="checkbox"/>	Business trip./Meeting
<input checked="" type="checkbox"/>	Inspection/Training
Date of Departure : 10 May 2022	
Date of Arrival : 27 June 2022	

Total Exp.	
Curr	Amount
	2.620.000,00

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Balance	2.620.000,00
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Balance

Currency exchange	
1 USD	IDR _____
1 SGD	IDR _____

Return to the Company

Claim to the Company

