



# TRAVEL EXPENSES REPORT FORM

Employee Name	: DARMENDRA
Employee ID	: 13041
PO Number	: _____
Project Name	: PT Schlumberger Duri

NO.	DATE	DESCRIPTION ITEMS	MEAL		TRANSPORT		HOTEL		OTHERS	
			Curr	AMOUNT	Curr	AMOUNT	Curr	AMOUNT	Curr	AMOUNT
1	01-Oct-23	Meal Allowance (Drink+Lunch+Dinner)	IDR	120.000						
2	01-Oct-23	Londry							IDR	30.000,00
3	02-Oct-23	Meal Allowance (Drink+Lunch+Dinner)	IDR	120.000						
4	03-Oct-23	Meal Allowance (Drink+Lunch+Dinner)	IDR	120.000						
5	03-Oct-23	Londry							IDR	30.000,00
6	04-Oct-23	Meal Allowance (Drink+Lunch+Dinner)	IDR	120.000						
7	05-Oct-23	Meal Allowance (Drink+Lunch+Dinner)	IDR	120.000						
8	05-Oct-23	Londry							IDR	30.000,00
9	06-Oct-23	Meal Allowance (Drink+Lunch+Dinner)	IDR	120.000						
10	06-Oct-23	Travel from Duri to Bandara PKU			IDR	140.000				
11	06-Oct-23	Wrapping							IDR	50.000,00
12	06-Oct-23	Taxi From Bandara Batam to Homme			IDR	50.000				
<b>TOTAL</b>				<b>720.000,00</b>		<b>190.000,00</b>				<b>140.000,00</b>

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 : 10-Oct-23	Date :	Date :	Date :	Date :

TRIP DETAILS	
Purpose of trip :	
PT Schlumberger Duri	
<input type="checkbox"/>	Business trip./Meeting
<input checked="" type="checkbox"/>	Inspection/Training
Date of Departure	01-Oct-23
Date of Arrival	06-Oct-23

Total Exp.	
Curr	Amount
IDR	1.050.000,00

TA	IDR	
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Balance	IDR	(1.050.000,00)
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Currency exchange	
1 USD	IDR _____
1 SGD	IDR _____

 Return to the Company

 Claim to the Company
