



TRAVEL EXPENSES REPORT FORM

Employee Name : LAMHOT MARBUN
 Employee ID : ISP22333
 PO Number :
 Project Name : SLB DURI

NO.	DATE	DESCRIPTION ITEMS	MEAL		TRANSPORT		HOTEL		OTHERS	
			Curr	AMOUNT	Curr	AMOUNT	Curr	AMOUNT	Curr	AMOUNT
1	03-MAR-23	MEALS (BREAKFAST, LUNCH, DINNER)	IDR	120.000						
2	04-MAR-23	MEALS (BREAKFAST, LUNCH, DINNER)	IDR	120.000						

TOTAL 240.000,00

APPROVAL

REQUESTOR DEPARTMENT			FINANCE AND ACCOUNTING		
Prepared by,	Reviewed by,	Reviewed by,	Received by,	Approved by,	
LAMHOT Requestor	Supervisor	PM/ HOD	Accounting and Finance	Director	
Date: 16 Mar 2023	Date :	Date :	Date :	Date :	

TRIP DETAILS

Purpose of trip :
 Business trip./Meeting
 Inspection/Training
 Date of Departure :
 Date of Arrival :

Total Exp.

Curr	Amount
	240.000,00

TA

Balance

Balance

Currency exchange
 1 USD IDR
 1 SGD IDR _____

Return to the Company

Claim to the Company

