



TRAVEL AUTHORIZATION FORM

INDONESIA

OVERSEAS

TO : ACCOUNTING & FINANCE DEPT.

DIVISION : Testing and Inspection DEPARTMENT : Testing and Inspection PROJECT NAME: Lifting Gear Inspection SIKB

NAME : Josua / Eliphas EMPL.NO : 19165 / 08024

ITINERARY : (from Office To SIKB)

PURPOSE : Lifting Gear Inspection

ADVANCE = 2,130,000 / (Include Hotel If Necessary)

| | |
|---------------------------|-----------|
| AIR TICKET / FERRY TICKET | |
| GARUDA | CITY LINK |
| LION | SRIWIJAYA |
| OTHERS /..... | |

DEPARTURE DATE : 16-Nov-20 RETURN DATE : 20-Nov-20

DEPARTURE TIME : 07:00:00 AM RETURN TIME : 04:00:00 PM

| TYPE OF EXPENSES | DESCRIPTION | BUDGET | QUANTITY | UNIT | TOTAL |
|----------------------|---------------------------|-------------|----------|------|---------------|
| Airfare | | IDR - | | | IDR - |
| Ticket | Ticket Kapal PP @ 2 orang | IDR 190,000 | | PP | IDR 380,000 |
| Local Transportation | Gasoline | IDR 250,000 | 1 | PP | IDR 250,000 |
| Laundry | Laundry @ 2 orang | IDR 30,000 | 5 | Day | IDR 300,000 |
| Meal | Meal @ 2 orang | IDR 120,000 | 5 | Day | IDR 1,200,000 |
| | | | | | IDR 2,130,000 |

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 : | Approved By : |
| | | | |
| REQUESTOR | SUPERVISOR | PROJECT COORD. / PM / HOD | OPS. DIRECTOR |

RECEIVED BY HR & FINANCE DEPT.

| | |
|---------------|-----------------------------|
| Received By : | Approved By : |
| | |
| STAFF | COMMERCIAL & ADMIN DIRECTOR |

| |
|--------------------|
| Money Received By, |
| |
| REQUESTOR |

Local Transport Batam (With Receipts):

Local Transport follow online taxi fare

MEALS with RECEIPTS

Breakfast : up to IDR 20.000,- (not applicable if the Hotel provide breakfast)

Lunch : up to IDR 40.000,-

Dinner : up to IDR 40.000,-

Snack/Drink : up to IDR 20.000,-/day

**** Personal receipts, will not be accepted w/out Head Department & Finance Manager approval****

**** Expenses will not be reimbursed w/ original receipts****

Hotels (w/ receipts):

Company has the authorization to determine and provide the Hotel for the employee with the nearest location to the working area.

