



TRAVEL EXPENSES REPORT FORM

Employee Name	: Subhan Rizki
Employee ID	:
PO Number	:
Project Name	: SIB - NAROGONG

NO.	DATE	DESCRIPTION ITEMS	MEAL		TRANSPORT		HOTEL		OTHERS	
			Curr	AMOUNT	Curr	AMOUNT	Curr	AMOUNT	Curr	AMOUNT
1	7 Feburary 2022	Transport to Hotel			IDR	346,000				
2	7 Feburary 2022	Tol 2X Payment			IDR	120,000				
3	9, 12, 15,18, Feburary 2022	laundry 4 days								120,000.00
4	7, 8, 9,18 ,19 Feburary 2022	Meal 3 X (Breakfast, lunch, Dinner) 5 Days	IDR	600,000						
5	8 Feburary 2022	Fuel			IDR	350,000				
6	8 Feburary 2022	Antigen at Klinik Narogong Medika							IDR	85,000.00
7	9 Feburary 2022	Surat Sehat At Narogong Medika Klinik							IDR	60,000.00
			IDR	600,000	IDR	816,000		-	IDR	265000

APPROVAL				
REQUESTOR DEPARTMENT			FINANCE AND ACCOUNTING	
Prepared by,	Reviewed by,	Reviewed by,	Received by,	Approved by,
Subhan Rizki	Supervisor	PM/ HOD	Accounting and Finance	Director
Date : 3/1/2022	Date :	Date :	Date :	Date :

TRIP DETAILS	
Purpose of trip :	
	Business trip./Meeting
<input checked="" type="checkbox"/>	Inspection/Training
Date of Departure	: 19/02/2022
Date of Arrival	: 07/02/2022

Total Exp.	
Curr	Amount
IDR	1,681,000.00

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Balance	IDR	1,681,000.00
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Balance

Currency exchange	
1 USD	IDR _____
1 SGD	IDR _____

Return to the Company

Claim to the Company

