



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	03-Jan-24	Taxi to Hangradim Airport			IDR	50.000				
2	03-Jan-24	Travel to Duri			IDR	140.000				
3	03-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
4	04-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
5	05-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
6	05-Jan-24	Lontry								
7	06-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
8	07-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
9	07-Jan-24	Lontry								
10	08-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
11	09-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
12	09-Jan-24	Lontry								
13	10-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
14	11-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
15	11-Jan-24	Lontry								
16	12-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
17	13-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
18	13-Jan-24	Lontry								
19	14-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
20	15-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
21	15-Jan-24	Lontry								
22	16-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
23	17-Jan-24	Meal Allowance (Drink+Lunch+Dinner)								
24	17-Jan-24	Lontry								
TOTAL						190.000,00				30.000,00
										210.000,00

APPROVAL			
REQUESTOR DEPARTMENT	REVIEWED BY,	REVIEWED BY,	RECEIVED BY,
Prepared by,	Reviewed by,	Reviewed by,	Approved by,
Requestor	Supervisor	PM/HOD	Finance and Accounting
Date: 17-Jan-24	Date:	Date:	Date:
		Commercial & Administration Director	

TRIP DETAILS			
Purpose of trip :			
PT Schlumberger Duri			
Business trip /Meeting			
<input checked="" type="checkbox"/> Inspection/Training			
Date of Departure	03-Jan-24	Date of Arrival	17-Jan-24

Total Exp.	
Curr	Amount
IDR	2.200.000,00
TA	IDR 1.550.000,00
Balance	IDR 650.000,00

Currency exchange

1 USD	IDR
1 SGD	IDR

Return to the Company

Claim to the Company