



TRAVEL AUTHORIZATION FORM

INDONESIA

OVERSEAS

TO : ACCOUNTING & FINANCE DEPT.

DIVISION : Inspection & Testing DEPARTMENT : Inspection PROJECT NAME: SAIPEM (Karimun)

NAME : DARMENDRA EMPL.NO : 13041

ITINERARY : From office To SKIB

PURPOSE : Inspection Lifting

ADVANCE = 1,070,000 / (Include Hotel If Necessary)

AIR TICKET / FERRY TICKET	DEPARTURE DATE : 17-Sep-21	RETURN DATE : 21-Sep-21
GARUDA CITY LINK	DEPARTURE TIME : 07:00:00 AM	RETURN TIME : 16:00:00 PM
LION SRIWIJAYA		
OTHERS /		

TYPE OF EXPENSES	DESCRIPTION	BUDGET	QUANTITY	UNIT	TOTAL
Airfare	Rapid Antigen	IDR 100,000	1		IDR 100,000
Ticket	Fery	IDR 200,000	2		IDR 200,000
Local Transportation	Goseline	IDR 50,000	4		IDR 200,000
Hotel	Londry	IDR 30,000	3		IDR 90,000
Meal	Lunch,Drink & Dinner	IDR 120,000	4		IDR 480,000
					IDR 1,070,000

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	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.

