

EMPLOYEE EXPENSE STATEMENT FORM

NAME	: Nick Djatnika	DATE	: Juli 2025
DEPARTEMENT	: OIL & GAS COMMERCIAL OPERATION	TRIP TO (IF APPLICABLE)	:
ACCOUNT TO BE CHARGE	: ADNYANA	PURPOSE	Expenses CC Corporate

EXPENSE

Date	Place (City)	Expense Description (Category)	Amount	Remarks With Billing ?	
				Yes	No
01/07/2025	Jakarta	Traveloka - Tiket Pesawat	Rp1.669.120	V	
01/07/2025	Jakarta	Traveloka - Tiket Pesawat	Rp1.543.500	V	
01/07/2025	Jakarta	Vong Kitchen - Ibu Lala Synergy	Rp1.287.440	V	
02/07/2025	Bali DPS	Traveloka - Hotel Business Trip Vidyanata	Rp4.128.849	V	
03/07/2025	Jakarta	Liberica Oil Center - Pertamina	Rp154.000	V	
17/07/2025	Jakarta	Vilo Gelato Hang Lekir - Ibu Lala	Rp732.600	V	
TOTAL EXPENSES =			Rp9.515.509		

ADVANCE

ADVANCE		
Date	Company, Location, Remarks	Amount
TOTAL ADVANCE =		

☐ BALANCE DUE TO COMPANY :

☐ BALANCE DUE TO EMPLOYEE :

Currency	Amount
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IDR	
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Currency	Amount
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Currents	Amounts

PAYMENT

☐ Cash ☐ Bank Transfer☐ ☐ Cash ☐ Bank Transfer

Catatan :

1. Pertanggungjawaban settlement advance maksimal harus dilakukan paling lambat 14 Hari Kalender.
 - Untuk nilai pertanggungjawaban Rp. 0,- hingga Rp. 10.000.000,- cukup mendapat persetujuan dari Atasan Langsung.
 - Untuk nilai pertanggungjawaban lebih dari Rp. 10.000.000,- harus mendapat persetujuan dari Managing Director.
2. Pembayaran settlement (kurang dan lebih advance) dilakukan terhitung pelaporan lengkap settlement diajukan ke Finance.
 - Untuk nilai pembayaran Rp. 0,- hingga Rp. 1.000.000,- dilakukan dalam jangka waktu maksimal 3 Hari Kerja.
 - Untuk nilai pembayaran lebih dari Rp. 1.000.000,- dilakukan dalam jangka waktu maksimal 7 Hari Kerja.

Submitted by :

Verified by :

Authorized Approval by :

Received by :

Adhitya Ilham Nusantara

Date: 12/07/2025

Adhitya Ilham Nusantara

Date: 12/07/2025

Nick Bjatnika

Date: 12/07/2025

Finance/employee

Date:

RECEIPT

Number : #1836434466175729959
Date : 01 Jul 2025, 16:02 (Tuesday)



PAYMENT DETAILS

P.O. NUMBER: 1265523273

METHOD: Credit/Debit Card

STATUS: Paid

CUSTOMER DETAILS

Name : Djatnika
Email : djatnika.nick@gmail.com
Contact Number : +62816958410

COMPANY DETAILS

Name : Trinusa Travelindo
NPWP : 0316163203031000
Address : Traveloka Campus [d/h Green Office Park 1] South Tower
Lantai 2 Zone 10, Jl. Grand Boulevard BSD Green Office
Park, Sampora, Cisaug, Kab Tangerang, Banten 15645

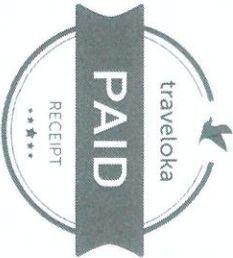
PASSENGER DETAILS

MR Djatnika (ADULT)

PURCHASE DETAILS

No	Type of Item	Item Description	Qty	Price per unit Rp	Total Rp
1	Flight Ticket	Pelita Air (Adult) CGK - DPS 3 Jul 2025	1	1.652.120	1.652.120
				TOTAL	1.652.120
				SERVICE FEE *	17.000
				Paid with Credit/Debit Card	1.669.120
				PAYMENT AMOUNT	1.669.120

*Includes PPN



For any questions, visit Traveloka Help Center: [www.traveloka.com/help](https://www.traveloka.com/en-id/travelokapay/palater/termsandconditions)



Lembar Penagihan Kartu Kredit BNI

<p>Yth. Bapak/Ibu DIAJATNIKA PT ANDHIKA LINES MENARA KADIN INDONESIA LT 16 JAKARTA 12850 711306922007-000620</p>			<p>Tanggal Cetak 20-07-2025</p> <p>VISA</p> <p>Halaman 01 dari 01</p>	
<p>Tanggal Transaksi Tanggal Pembukuan Rincian Transaksi Anda</p>		<p>Jumlah (Rp) Informasi Kredit</p>		
<p>4365-83XX-XXXX-4748 TAGIHAN BULAN LALU DIAJATNIKA 14.105.930</p> <p>01-07-2025 01-07-2025 TRAVELOKA3DS*1265523273 JAKARTA ID ✓ 1.669.120 BATAS KREDIT 100.000.000</p> <p>01-07-2025 02-07-2025 TRAVELOKA*1265589012 JAKARTA ID ✓ 1.543.500 BATAS PENARIKAN TUNAI 0</p> <p>01-07-2025 03-07-2025 VONG KITCHEN JAKARTA SELATID ✓ 1.287.440 SISA KREDIT 90.484.400</p> <p>02-07-2025 03-07-2025 TRAVELOKA3DS*1265568925 JAKARTA ID ✓ 4.128.849 SISA PENARIKAN TUNAI 0</p> <p>03-07-2025 04-07-2025 LIBERICA OIL CENTRE JAKARTA PUSATID ✓ 154.000</p> <p>08-07-2025 08-07-2025 PAYMENT CORPORATE 14.105.930 CR</p> <p>17-07-2025 18-07-2025 VILO GELATO HANG LEMIR JAKARTA SLT ID ✓ 732.600</p> <p>TOTAL TAGIHAN BULAN INI 9.515.509</p>		<p>Batas Kredit 100.000.000</p> <p>Batas Penarikan Tunai 0</p> <p>Sisa Kredit 90.484.400</p> <p>Sisa Penarikan Tunai 0</p> <p>Ringkasan Belanja dan Pembayaran</p> <p>TAGIHAN BULAN LALU 14.105.930</p> <p>PEMBAYARAN 14.105.930</p> <p>PEMBELANJAAN 9.515.509</p> <p>PENARIKAN TUNAI 0</p> <p>BIAYA ADM & BUNGA 0</p> <p>TAGIHAN BULAN INI 9.515.509</p> <p>PEMBAYARAN MINIMUM 475.800</p> <p>TANGGAL JATUH TEMPO 09-08-2025</p> <p>KOLEKTIBILITAS KREDIT 1</p>		
Informasi BNI Rewards Point				
JAGA KERAHASIAAN DATA KARTU KREDIT DAN DATA TRANSAKSI ANDA. DARI PIHAK MANAPUN TERMASUK PIHAK BNI				
BNI CARD CENTER MENGUCAPKAN SELAMAT ULANG TAHUN (11-07-2025) SALAM UNTUK ANDA DAN KELUARGA				
Info dan Promo Bulan Ini				
1. Informasi Pengklian Data: Segera perbaharui data Anda (seperti Nomor Induk Kependudukan (NIK), alamat rumah, alamat kantor dan nomor handphone) jika mengalami perubahan. Informasi selengkapnya dapat menghubungi BNI Call 1500046.		Informasi Kartu Kredit BNI: 1. Informasi perpanjangan Biaya Keterlambatan Pembayaran dan Batas Minimum Pembayaran KK. Info selengkapnya klik bit.ly/bnicinfo1 2. Informasi perubahan channel notifikasi SMS menjadi ke Email efektif per tanggal 17 Juni 2025 https://bit.ly/notifbni 3. Informasi Penyesuaian Biaya Pembayaran Kartu Kredit BNI Melalui Menu Transfer. Info selengkapnya klik bit.ly/paymentfeeKKBNI		
2. Informasi Asuransi Perisai Plus: Informasi mengenai perubahan manfaat asuransi Perisai Plus. info selengkapnya cek http://bit.ly/BNI-PP		1. Download wordr by BNI sekarang! Aktivasi, Card to Cash, Konversi Cicilan dan Blokir KK BNI, langsung di HP Andai info selengkapnya https://bni.id/kk-wondr 2. Informasi pengenaan biaya e-billing sebesar Rp 2.500,- /billing tagihan KK BNI efektif per 16 Jan 2024. Info selengkapnya klik http://bit.ly/eeblbni		

RECEIPT

Number : #1836548429158837931
Date : 02 Jul 2025, 22:13 (Wednesday)

PAYMENT DETAILS

P.O. NUMBER: 1265958625 METHOD: Credit/Debit Card

STATUS: Paid

CUSTOMER DETAILS

Name : Djatnika Djatnika
Email : djatnika.nick@gmail.com
Contact Number : +62816958410

COMPANY DETAILS

Name : Trinusa Travelindo
NPWP : 0316163203031000
Address : Traveloka Campus [d/h Green Office Park 1] South Tower
Lantai 2 Zone 10, Jl. Grand Boulevard BSD Green Office
Park, Sempora, Cisauk, Kab Tangerang, Banten 15845

GUEST

Djatnika Djatnika

HOTEL DETAILS

Bebek Cottages Sanur
Address: No.33 Jl. Pengembak, Denpasar, ID, 80228
Check-in: 03-07-2025
Duration: 3 nights

PURCHASE DETAILS

No	Type of Item	Item Description	Qty	Price per unit Rp	Total Rp
1	Accommodation	Bebek Cottages Sanur, Classic Suite Room - 2 guest	1	4.128.849	4.128.849
				TOTAL	4.128.849
				Paid with Credit/Debit Card	4.128.849
				PAYMENT AMOUNT	4.128.849



RECEIPT

Number : #1836448351201025220
Date : 01 Jul 2025, 19:41 (Tuesday)



PAYMENT DETAILS

P.O. NUMBER: 1265588012 METHOD: Credit/Debit Card

STATUS: Paid

CUSTOMER DETAILS

Name : Djatnika
Email : djatnika.nick@gmail.com
Contact Number : +62816958410

COMPANY DETAILS

Name : Trinusa Travelindo
NPWP : 0316163203031000
Address : Traveloka Campus [d/h Green Office Park '1] South Tower
Lantai 2 Zone '10, Jl. Grand Boulevard BSD Green Office
Park, Sempora, Cisauk, Kab Tangerang, Banten 15845

PASSENGER DETAILS

MR Djatnika Djatnika (ADULT)

PURCHASE DETAILS

No	Type of Item	Item Description	Qty	Price per unit Rp	Total Rp
1	Flight Ticket	Super Air Jet (Adult) DPS - CGK 6 Jul 2025	1	1,520,500	1,520,500
				TOTAL	1,520,500
				SERVICE FEE *	23,000
				Paid with Credit/Debit Card	1,543,500
				PAYMENT AMOUNT	1,543,500



*Includes PPN



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RECEIPT

Number : #1836434466175729959
Date : 01 Jul 2025, 16:02 (Tuesday)



PAYMENT DETAILS

P.O. NUMBER: 1265523273 METHOD: Credit/Debit Card

STATUS: Paid

CUSTOMER DETAILS

Name : Diatnika
Email : diatnika.nick@gmail.com
Contact Number : +62816958410

COMPANY DETAILS

Name : Trinusa Travelindo
NPWP : 0316163203031000
Address : Traveloka Campus [d/h Green Office Park 1] South Tower
Lantai 2 Zone 10, Jl. Grand Boulevard BSD Green Office
Park, Sampora, Cisauk, Kab Tangerang, Banten 15845

PASSENGER DETAILS

MR Diatnika (ADULT)

PURCHASE DETAILS

No	Type of Item	Item Description	Qty	Price per unit Rp	Total Rp
1	Flight Ticket	Pelita Air (Adult) CGK - DPS 3 Jul 2025	1	1,652,120	1,652,120
				TOTAL	1,652,120
				SERVICE FEE *	17,000
				Paid with Credit/Debit Card	1,669,120
				PAYMENT AMOUNT	1,669,120

*Includes PPN



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Terms and Conditions apply. Please refer to <https://www.traveloka.com/en-id/travelokapay/pay/latar/termsandconditions>

LIBERICA
Coffee

Liberica Thamrin

Date : 03-07-2025 12:05
Time In : 03-07-2025 11:30
Table : S5(B)
Purpose : DINE IN
Tax : 1
Cashier : Nashwa R

Mineral Water Sparkling	
x @43.000	43.000
empe Mendoan	
x @39.000	39.000
heese Cake	
x @41.000	41.000
clair Vanilla	
x @31.000	31.000

Grand Total : 154.000

Price inclusive of Service Charge : 12.727
Price inclusive of PBI : 14.000

--- NOT PAID ---

THIS IS NOT A RECEIPT

The Hang Lekir

Jl. Hang Lekir 2 No.27, Kota Jakarta Selatan, DK
I Jakarta, 12120
0818157537

17 Jul 2025
Bill Name
Collected By

19:14
APO-29
kasir .

1. Dine In

Es Kopyor	x2	Rp 112.000
1pcs		
Rujak Cireng	x1	Rp 33.000
1pcs		
Mineral Water Still	x1	Rp 20.000
1pcs		
Tahu Warung Pojok	x1	Rp 30.000
1pcs		
Sate Saikoro Maranggi	x1	Rp 136.000
1pcs		
Cumi Lado Ijo	x1	Rp 89.000
1pcs		
Mineral Water Still	x1	Rp 20.000
1pcs		
ice		
Ayam Iren	x1	Rp 95.000
1pcs		
Nasi Putih	x1	Rp 18.000
1pcs		
Nasi Goreng Kampung	x1	Rp 75.000
1pcs		
pedas		
Teh Poci Lekir	x1	Rp 38.000
1pcs		

Subtotal	Rp 666.000
PBI(10%)	Rp 66.600
Total	Rp 732.600

Alila SCBD Jakarta
VONG BAR

Lot 11, Sudirman Central Business
District
Jl. Jenderal Sudirman Kav 52-53
Jakarta - Indonesia

6260536 Muhammad Virgiawan

CHK 463765 TBL 211/2 GST 3
1 Jul'25 16:24 PM

Dine In

1 Nordaq Sparkling 750ml	85000
1 English Breakfast Tea	50000
1 Fries Truffle	78000
2 Spaghetti Aglio E Olio @	
158000	316000
2 Add Prawn @ 95000	190000
1 Fruits Platter	135000
2 Perrier 330 ml @ 65000	130000
1 Nordaq Still 750ml	80000

#Food	Rp719,000
#Non-Alcoholic Bevera	Rp345,000
*Service Charge	Rp106,400
*Tax	Rp117,040

Total Due
Rp1,287,440

Tip: _____

Total: _____

Room: _____