



 D.E. Adnyana

## **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**

ADVANCE

ADVANCE		
Date	Company, Location, Remarks	Amount
<b>TOTAL ADVANCE -</b>		

BALANCE DUE TO COMPANY :

Currency	Amount	PAYMENT
IDR		<input type="checkbox"/> Cash <input type="checkbox"/> Bank Transfer
Currency	Amount	
		<input type="checkbox"/> Cash <input type="checkbox"/> Bank Transfer

Catatan :

- Catatan :

  - 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.
  - 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:

Submitted by :  
  
Adhiyta Ilham Nusantara  
Date: 12/07/2025

Verified by :

Verified by :  
  
Adhiyta Ilham Nusantara  
Date: 12/07/2025

Authorized Approval by :

  
Nicko Jataika  
Date: 12/07/2025

Received by:

Received by : \_\_\_\_\_

**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

**PASSENGER DETAILS**

MR Djatnika (ADULT)

**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

**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



## Lembar Penagihan Kartu Kredit BNI

<p>Yth. Bapak/Ibu DJATNIKA PT ANDHIKA LINES  MENARA KADIN INDONESIA LT 16 JAKARTA 12850 7113069/2007-006620</p> <p><b>VISA</b></p> <p>Halaman 01 dari 01</p>	<p>Tanggal Cetak 20-07-2025</p>
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Tanggal Transaksi	Tanggal Pembukuan	Rincian Transaksi Anda	Jumlah (Rp)	Informasi Kredit
4365-83XX-XXXX-4748		TAGIHAN BULAN LALU DJATNIKA	14.105.930	BATAS KREDIT BATAS PENARIKAN TUNAI SISA KREDIT SISA PENARIKAN TUNAI
01-07-2025	01-07-2025	TRAVELOKAADS-1265623273 JAKARTA ID ✓ TRAVELOKAT-1265588012 JAKARTA ID ✓ VONG KITCHEN JAKARTA SELATID ✓ TRAVELOKAADS-1265958625 JAKARTA ID ✓ LIBERICA OIL CENTRE JAKARTA PUSATD ✓ PAYMENT CORPORATE VIGO GELATO HANG LEKIR JAKARTA SLT ID ✓	1.689.120 1.543.500 1.287.440 4.128.849 154.000 732.600 CR	100.000.000 0 90.484.400 0
17-07-2025	18-07-2025	TOTAL TAGIHAN BULAN INI	9.515.509	<b>Ringkasan Belanja dan Pembayaran</b>
		TAGIHAN BULAN LALU PEMBAYARAN Pembelian/Jualan PENARIKAN TUNAI BIAYA ADM & BUNGA TAGIHAN BULAN INI PEMBAYARAN MINIMUM TANGGAL JATUH TEMPO KOLEKTIBILITAS KREDIT	14.105.930 14.105.930 9.515.509 0 0 9.515.509 475.800 09-08-2025 1	14.105.930 14.105.930 9.515.509 0 0 9.515.509 475.800 09-08-2025 1

### Informasi BNI Rewards Point

JAGA KERAHASIAAN DATA KARTU KREDIT DAN  
DATA TRANSAKSI ANDA, DARI PIHAK MANAPUN  
TERMASUK PIHAK BNI

BNI CARD CENTER MENGGUCAPKAN SELAMAT  
ULANG TAHUN (1-07-2025) SALAM UNTUK ANDA  
DAN KELUARGA

### Info dan Promo Bulan Ini

<p>1. Informasi Pengkinian Data: Segera perbaharui data Anda (seperti Nomor Induk Kependidikan (NIK), alamat rumah, alamat kantor dan nomor handphone) jika mengalami perubahan. Informasi selengkapnya dapat menghubungi BNI Call Center 1500046.</p> <p>2. Informasi Asuransi Perisai Plus: Informasi mengenai perubahan manfaat asuransi Perisai Plus, info selengkapnya cek <a href="http://bit.ly/BNI-PerisaiPlus">http://bit.ly/BNI-PerisaiPlus</a></p>	<p>Informasi Kartu Kredit BNI: 1. Informasi perpanjangan Biaya Keterlambatan Pembayaran dan Batas Minimum Pembayaran KK. Info selengkapnya klik <a href="https://bit.ly/bniconf01">bit.ly/bniconf01</a> 2. Informasi perubahan channel notifikasi SMS menjadi ke Email efektif per tanggal 17 Juni 2025 <a href="https://bit.ly/notifoni">https://bit.ly/notifoni</a></p> <p>3. Informasi Penyelesaian Biaya Pembayaran Kartu Kredit BNI Melalui Menu Transfer. Info selengkapnya klik <a href="http://bit.ly/paymentfeKKBN">bit.ly/paymentfeKKBN</a></p>
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**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

**GUEST**

Djatnika Djatnika

**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

**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 : +62816558410

**PASSENGER DETAILS**

MR Djatnika Djatnika (ADULT)

**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

**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	1.520.500
		SERVICE FEE *		23.000	23.000
		Paid with Credit/Debit Card		1.543.500	1.543.500
		PAYMENT AMOUNT		1.543.500	1.543.500



\*Includes PPN



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		TOTAL		1.652.120	1.652.120
		SERVICE FEE *		17.000	17.000
		Paid with Credit/Debit Card		1.669.120	1.669.120
		PAYMENT AMOUNT		1.669.120	1.669.120

\*Includes PPN



**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
Emppe Mendoan			
x	@39,000	39.000	
Cheese Cake			
x	@41,000	41.000	
clair Vanilla			
x	@31,000	31.000	

items

Grand Total : 154.000 ✓

ice inclusive of Service Charge : 12.727  
 Price inclusive of PB1 : 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 Ireng	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
PB1(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	65000
1 English Breakfast Tea	50000
1 Fries Truffle	78000
2 Spaghetti Aglio E Olio	158000
158000	316000
2 Adu Prawn	95000
190000	
1 Fruits Platter	135000
2 Perrier 330 ml	65000
130000	
1 Nordaq Still 750ml	80000

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

Total Due Rp1,287,440

Tips: \_\_\_\_\_

Total: \_\_\_\_\_

Room: \_\_\_\_\_