

Expenses Claim Form

Employee ID	INNCNJK086	Expense Period	From: October 28 2019
Designation	Software Engineer		To: November 01 2019
Manager Name	Yoke Boon		From: November 26 2019
Department	IT		To: November 28 2019
Purpose Of Expense	Mobile Security Golive in Plantation Teluk Panji, Pangkatan & Tanjung Selamat (October 28 to November 01)		
Itemised Expenses	Tanjung Selamat (November 26 to November		

DATE	DESCRIPTION	COST
October 29 2019	Stay in Hotel since late arrival after long road from Medan	Travel 351,361.00
November 26 & 27 2019	Stay in Hotel since mess room is fully used by participant or Seminar for Youth Assistant. The price is cheaper than earlier since I paid the room with cash and using corporate price.	Travel 600,000.00
November 28 2019	Train from plantation Rantau Parapat to Medan. Returned from Rantau Parapat to Medan before the scheduled return date. Since the team agreed that remaining tasks are able to be done by another team (Vanderis & Alfred)	Travel 157,500.00
November 26 - 28 2019	Meal using bills	Travel 159,000.00
SUBTOTAL		IDR 1,267,861

Note:
1) Few reimbursement are subject to approval
2) No bills No claims

Don't forget to attach receipts!

Claimant Signature	Date November 25 2019
Approval Signature	Date