

## EXPENSE REIMBURSEMENT FORM

Employee Name : Elizabeth  
ID : 201600012  
Manager Name : Clark  
Department : Sales  
Business Purpose : Meeting with Client

Expense Period	
From	: 01/03/2023
To	: 03/03/2023

### Itemized Expenses

Date	Description	Category	Cost
01/03/2023	Tiket Kereta PP Bandung-Jakarta	Transport	Rp 415.000,00
01/03/2023	Hotel	Akomodasi	Rp 500.000,00
02/03/2023	Pengiriman Dokumen	Other	Rp 24.000,00
03/03/2023	Taxi	Akomodasi	Rp 50.000,00
TOTAL REIMBURSEMENT			Rp 989.000,00

Employee Signature \_\_\_\_\_ Date 06/03/2023

Approval Signature \_\_\_\_\_ Date 10/03/2023

Notes : Please attach receipts