

Control#

SAMI JF-1-24-5

Debit# (For Finance Dept. Only)

* Approving Affiliates must indicate that they have received the form
(and perhaps include any questions or confirmation) to Issuing Affiliates within 10 days.

FOR ISSUING AFFILIATE USE ONLY

1. APPLY TO (SEND TO) : NOTIFICATION OF COSTS INCURRED.

DATE SENT:

(1) FIRST NAME
(Block letter) **SIGIT**(2) LAST NAME
(Block letter) **PRASETYOKO**(3) COMPANY **SAMI JF**(4) DEPARTMENT **HRGA**

(5) DETAILS OF EXPENSE

Room Charge at Harper Cikarang Hotel for QCC

Nama	Check in	Check out	Room	Amount
Mr Kurihara Hidehisa	11-Jan-24	12-Jan-24	Single Suite	1,288,000
Mr Bagus Kusuma Putra	11-Jan-24	12-Jan-24	Single Deluxe	988,000
Ms Nurul Hidayati	11-Jan-24	12-Jan-24	Single Superior	598,000
Mr Indra Hermawan	11-Jan-24	12-Jan-24	Single Superior	598,000
Mr Muhammad Ilham	11-Jan-24	12-Jan-24	Twin Superior	598,000
Mr Miftahul Huda	11-Jan-24	12-Jan-24	Twin Superior	598,000
Total				4,070,000

CURRENCY

AMOUNT

IDR

4,070,000

TOTAL**IDR****4,070,000**(1) FIRST NAME
(Block letter) **JUNIARTA**(2) LAST NAME
(Block letter) **HOTMAULI**(3) COMPANY **PASI**(4) DEPARTMENT **GA**

APPROVED BY:

(5) SIGNATURE

(6) AUTHORIZATION FROM SUPERVISOR

Name : **FUMITAKA SHIGETA**

SIGNATURE:

3. Remarks column :

FOR APPROVING AFFILIATE USE ONLY - MUST BE COMPLETED BY APPROVING DEPARTMENT

4. APPROVAL DATE RECEIVED:

The company of the signature must be burdened the cost.

ACCOUNTING INFORMATION

APPROVED BY:

(1) DESCRIPTION OF EXPENSES (経費内容)

(7) DATE

24 JANUARI 2024

(2) GENERAL LEDGER NAME (勘定科目名)

(8) SIGNATURE

(3) GENERAL LEDGER NUMBER (勘定科目# & 細目#)

(9) COMPANY

(4) ESTABLISHMENT NAME (事業所&コード#)

(10) AUTHORIZATION FROM SUPERVISOR OF PAYMENT COMPANY

(5) APPROVING DEPARTMENT NAME AND CODE# (部門名&コード#)

DATE

24 Jan

(6) CAR LINE (カーメーカー)

NAME (Block letter)

KAZUHIRO FUJITA

SIGNATURE:

[Signature]

< PROCEDURE >

3. APPROVE

Issuing Affiliate

Approving Affiliate

Submit to Accounting

1 & 2. APPLICATION FOR REPAYMENT & APPROVAL

- Approved Application for Advance Payment
- Original Debit Note
- Details (copy of receipt/back up support)