



LAPORAN BIAYA PERJALANAN- Perjalanan Dinas Luar Kota
TRAVEL EXPENSE REPORT - Out-of-town Travel

| | | |
|-----------------------------------------------|--|-------|
| Name | | Date: |
| Primary / Secondary / Operations (Choose one) | | Dept: |

| | | |
|------------------------------------------------------------------------|--|-------------------------------|
| City / Country | | Travel date: from to |
| Purpose of travel: <i>(for example: workshop in creative teaching)</i> | | |

| Description | Expenses (in IDR) | Expenses (in) |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|
| 1. Transport expenses from/to and date <div><div></div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div><div></div></div> |
| 2. Meal allowance | | |
| 3. | | |
| Total | | |

| | | |
|----------------|-------------------------|---------------------|
| | Approved by | |
| Your signature | VP/Dir signature / Date | EP signature / Date |