

**BATAM TOURISM POLYTECHNIC**

The Vitka City Complex Tiban Baru, Sekupang, Batam City, Riau Islands 29424

+627783540889

BUKTI PENGELUARAN KAS/BANK

No. Cek/BG : _____ No. Voucher : BTP/CD-3/24/07105
Diberikan ke : Afriyoni Sari (Cash) Kas : 1102003 - BSI (888.864.6568) (BTP)
Journal memo : Tiket PP (CGK-BTH-CGK) Keg Telkom University Tgl 26-29 Juli 2024

NO.	KODE PERKIRAAN	KETERANGAN	JUMLAH
1	5106104	Tiket PP (CGK-BTH-CGK) Tim Telkom University Tgl 26-29 Juli 2024	8,273,468.00
Tax			0.00
TOTAL			8,273,468.00

Terbilang : delapan juta dua ratus tujuh puluh tiga ribu empat ratus enam puluh delapan rupiah

Dibuat Oleh

Disetujui Oleh

Dibukukan Oleh

Diketahui Oleh

Batam, 26 Juli 2024

Tanda Terima

Keuangan

Direktur/Wadir

Akunting

Yayasan

Yth. Bapak/Ibu

Berikut ini adalah informasi transaksi yang telah anda lakukan di Bank BSI Cash Management:

Id Transaksi	:	FT242080SYXK
Tanggal & Waktu	:	26-JUL-2024 21:47
Jenis Transaksi	:	Transfer
Rekening Asal	:	8888646568
Nama Rekening Asal	:	YAYASAN VITKA
Rekening Tujuan	:	1185381349
Nominal Transaksi	:	IDR 8,273,468.00
Biaya	:	IDR 2,500.00
Beban Biaya	:	Pengirim
Total Transfer	:	IDR 8,275,968.00
Bank Tujuan	:	PT. BANK NEGARA INDONESIA PERSERO
Nama Penerima	:	AFRIYONITA SARI
Berita	:	Tiket PP CGKBTHCGK Tim Telkom University Tgl 2629 Juli 2024
Jenis Transfer	:	Other - BIFAST
Payment Ref	:	20240726K9I8CDJT8
Cust Ref Number	:	
Status	:	Success

Mohon simpan email ini sebagai referensi dan bukti atas transaksi Anda. Terima kasih telah menggunakan fasilitas Bank BSI Cash Management.

Hormat Kami,
Bank Syariah Indonesia

Bukti transaksi ini dihasilkan secara otomatis oleh komputer dan tidak diperlukan tanda tangan. Jika Anda membutuhkan informasi lebih lanjut, silakan hubungi Bank BSI Call di 1500789 atau email kami di cms_support@bankbsi.co.id

 BATAM TOURISM POLYTECHNIC The Vitka City Complex Tiban Baru, Sekupang, Batam City, Riau Islands 29424 E: info@btp.ac.id P: +627783540889 W: www.btp.ac.id		PURCHASE / EXPENSES REQUEST		
ALASAN TUJUAN PEMBELIAN BARANG / REASON		DIAJUKAN OLEH / REQUESTED BY		TANGGAL / DATE
Tiket PP (CGK-BTH-CGK) Keg Telkom University Tgl 26-29 Juli 2024		Purchasing		25 July 2024
		DEPARTEMEN / DEPARTMENT		NO. / NO.
		ALL BTP		ER/BTP/2407/106
NO.	BARANG / ITEM	HARGA / PRICE	QTY	TOTAL
1	Tiket Pergi Angelina Prima Kurniati	Rp 1,181,024.00	1	Rp 1,181,024.00
2	Tiket Pergi Guntur Prabawa Kusuma	Rp 1,181,024.00	1	Rp 1,181,024.00
3	Tiket Pergi Ersy Ervina	Rp 1,181,024.00	1	Rp 1,181,024.00
4	Tiket Pergi Inne Gartina Husein	Rp 1,181,024.00	1	Rp 1,181,024.00
5	Tiket Pulang Angelina Prima Kurniati	Rp 1,183,124.00	1	Rp 1,183,124.00
6	Tiket Pulang Guntur Prabawa Kusuma	Rp 1,183,124.00	1	Rp 1,183,124.00
7	Tiket Pulang Inne Gartina Husein	Rp 1,183,124.00	1	Rp 1,183,124.00
TOTAL KESELURUHAN / GRAND TOTAL				Rp 8,273,468.00
DIAJUKAN OLEH REQUESTED BY		DISETUJUI OLEH APPROVED BY		DIKETAHUI OLEH ACKNOWLEDGED BY
 		 		DIPERIKSA / DISETUJUI CHECKED / APPROVED BY
Catatan : Permintaan untuk pembelian di atas 3 juta harus melampirkan penawaran dan perbandingan Note: a requests for purchases above 3 million must attach a comparison offer				



BATAM TOURISM POLYTECHNIC
The Vitka City Complex, Jl. Gajah Mada, Tiban Lama, Sekupang,
Batam, Kepulauan Riau INDONESIA
E: info@btp.ac.id | P: 0778 3540889
W: https://btp.ac.id

PURCHASE / EXPENSES REQUEST

ALASAN TUJUAN PEMBELIAN BARANG / REASON

PR Kegiatan Telkom University Tanggal 26-29 Juli 2024

DIAJUKAN OLEH / REQUESTED BY

Rosie Oktavia

TANGGAL / DATE

23-Jul-24

DEPARTEMEN / DEPARTMENT

Prodi Manajemen Kuliner

NO. ANGGARAN / BUDGET NO.

NO.	BARANG / ITEM	HARGA / PRICE	QTY	TOTAL / TOTAL	CATATAN / REMARK
1	Tiket Keberangkatan 10.30 - 12.15 (Citilink- CGK to BTH)	Rp 1,500,000	4	Rp 6,000,000	Tf To Pak Yos
2	Tiket Kepulangan 17.30 - 19.10 (Citilink - BTH to CGK)	Rp 1,500,000	4	Rp 6,000,000	
3	Penginapan 3 kamar untuk 3 malam perkamar Rp. 800.000	Rp 2,400,000	3	Rp 7,200,000	
4	Konsumsi Meeting Tanggal 26 Juli 2024 15 Box Toteles	Rp 300,000	1	Rp 300,000	
5	Konsumsi Meeting Tanggal 27 Juli 2024 15 Box Toteles	Rp 300,000	1	Rp 300,000	
6	Konsumsi Meeting Tanggal 28 Juli 2024 30 Box Toteles	Rp 300,000	1	Rp 300,000	
7	Konsumsi Meeting Tanggal 29 Juli 2024 15 Box Toteles	Rp 500,000	1	Rp 500,000	
8	Lunch 26 Juli 2024 15 Pax	Rp 2,500,000	1	Rp 2,500,000	
9	Dinner 27 Juli 2024 15 Pax	Rp 5,000,000	1	Rp 5,000,000	
TOTAL KESELURUHAN / GRAND TOTAL				Rp 28,100,000	

DIAJUKAN OLEH
REQUESTED BY

Rosie Oktavia

DISETUJUI OLEH
APPROVED BY

Agung Edy Wibowo

DIPERIKSA OLEH
CHECKED BY

Syafruddin Rais

DIKETAHUI OLEH
ACKNOWLEDGED BY

Siska Amelia Maldin
PJS Direktur

DIPERIKSA DAN DISETUJUI
CHECKED/APPROVED BY

Yayasan Vitka

Kepala Prodi Manajemen Kuliner Wadir 1
Catatan : Permintaan untuk pembelian di atas 3 juta harus melampirkan penawaran dan perbandingan

Note: a requests for purchases above 3 million must attach a comparison offer.

Designed by IT Department A2:K27A1:K27A3A7:K27+A1:K26

KUNJUNGAN TELKOM UNIVERSITY (SITE VISIT 2)				
BATAM TOURISM POLYTECHNIC				
26 S.D 29 JULI 2024				
HARI 1 - 26 Juli 2024				
WAKTU	KEGIATAN	PIC	KETERANGAN	PERLENGKAPAN
10.30 - 12.15	Perjalanan dari CGK - BTH	Pak Yos	Bu Ochi dan Tim Tel-U	Tiket Pesawat
12.15 - 13.00	Perjalanan Bandara Hang Nadim Menuju Sop Ikan Yongki	Pak Yos	Pak Ubay, Bu Ochi dan Tim Tel-U	Mobil Avanza
13.00 - 14.00	Makan Siang di Sop Ikan Yongki	Pak Yos	Manajemen BTP : Bu Siska, Pak Agung Edi, Pak Yos, Pa Ilham Yayasan : Pa Tirta, Pak Ben, Pak Bobo, Pak Andi Tel-U : Bu Ersy, Bu Inne, Bu Ima, Pak Guntur	Reservasi Tempat Makan 12 pax
14.00 - 14.30	Perjalanan menuju Kampus Batam Tourism Polytechnic	Pak Ubay		Mobil Avanza
14.30 - 16.00	Pelaporan Kegiatan Kerjasama SOTK dan KPI (Site Visit 2)	Bu Tika		Ruang Meeting Manajemen, Notulen, Snack Box, Tea & Coffee, 12 pax
16.00 - 18.00	Evaluasi Pengawasan Laporan Mingguan sebagai Tindak Lanjut Site Visit 1 Kerjasama dengan Telkom University	Bu Tika		
18.00 - 19.00	Perjalanan Menuju Sederhana Mega Mall	Pak Yos		Mobil Avanza
19.00 - 20.00	Makan Malam di Sederhana Mega Mall	Pak Yos		Reservasi Tempat Makan 12 pax
20.00 - 21.00	Meeting Internal Telkom University (Persiapan Day 2)	Bu Ochi	Tel - U dan Bu Ochi	
21.00 - 22.00	Perjalanan Menuju Hotel Aston Thamrin (Cek In)	Pak Oktora	Pak Ubay, Bu Ochi dan Tim Tel-U	3 Kamar Hotel Kunci Kamar Mobil Avanza
HARI 2 - 27 Juli 2024				
08.30 - 09.00	Perjalanan Menuju Kampus Batam Tourism Polytechnic	Pak Ubay	Pak Ubay	Mobil Avanza

09.00 - 12.00	Analisis Beban Kerja	Bu Ochi	Manajemen BTP : Bu Siska, Pak Agung Edi, Pak Yos, Pa Ilham Yayasan : Pa Tirta, Pak Ben, Pak Bobo, Pak Andi Tel-U : Bu Ersy, Bu Inne, Bu Ima, Pak Guntur	Ruang Meeting Manajemen, Notulen, Snack Box, Tea & Coffee, 12 pax
12.00 - 13.00	Makan Siang di Nasi Kapau	Pak Yos		Reservasi Tempat Makan, 12 pax
13.00 - 18.00	Analisis Kesesuaian Kerja dengan SOTK	Bu Ochi		Ruang Meeting Manajemen, Notulen, Snack Box, Tea & Coffee, 12 pax
18.00 - 19.00	Perjalanan Menuju Harbour Bay	Pak Ubay		Mobil Avanza
19.00 - 20.00	Makan Malam di Wey" Seafood	Pak Yos		Reservasi Tempat Makan, 12 pax
20.00 - 21.00	Meeting Internal Telkom University (Persiapan Day 3)	Bu Ochi	Tel - U dan Bu Ochi	
21.00 - 22.00	Perjalanan Menuju Hotel Aston Thamrin	Pak Ubay	Bu Ochi & Pak Ubay	Mobil Avanza
HARI 3 - 28 Juli 2024				
08.30 - 09.00	Perjalanan Menuju Kampus Batam Tourism Polytechnic	Pak Ubay	Bu Ochi & Pak Ubay	Mobil Avanza
09.00 - 12.00	Analisis Proses Bisnis	Bu Ochi	Manajemen BTP : Bu Siska, Pak Agung Edi, Pak Yos, Pa Ilham Yayasan : Pa Tirta, Pak Ben, Pak Bobo, Pak Andi Tel-U : Bu Ersy, Bu Inne, Bu Ima, Pak	Ruang Meeting Manajemen, Notulen, Snack Box, Tea & Coffee, 12 pax
12.00 - 13.00	Makan Siang di Excelso	Pak Yos		Reservasi Tempat Makan, 12 pax

13.00 - 17.00	Validasi Dokumen Laporan dan Penyusunan SOTK TEL-U	Bu Ochi	Guntur	Ruang Meeting Manajemen, Notulen, Snack Box, Tea & Coffee, 12 pax
17.00 - 18.00	Perjalanan Menuju Grand Batam	Pak Ubay	Tel-U, Bu Ochi dan Pak Ubay	Mobil Avanza
18.00 - 19.00	Oleh - Oleh di Top 100	Bu Ochi		Mobil Avanza
19.00 - 19.15	Perjalanan Menuju Harbour Bay	Pak Ubay		Mobil Avanza
19.15 - 21.00	Makan Malam di Momo Harbour Bay	Pak Yos		Reservasi Tempat Makan, 12 pax
21.00 - 22.00	Perjalanan Menuju Hotel Aston Thamrin	Pak Ubay		Mobil Avanza
HARI 4 - 29 Juli 2024				
08.00 - 08.30	Perjalanan Menuju Kampus Batam Tourism Polytechnic	Pak Ubay	Bu Ochi & Pak Ubay	Mobil Avanza
08.30 - 12.00	Workshop Penyusunan KPI	Bu Ochi	Manajemen BTP : Direktur, Wadir I dan Kapuslitabmas, Wadir II, Ketua SPMI dan SAI, Kaprodi CUM,RDM,FBM,Magister Terapan,	Ruang Natuna, Notulen, Snack Box, Tea & Coffee, untuk 30 pax
12.00 - 13.00	Makan Siang di Nasi Kapau	Pak Yos	Kabag Akademik dan Sekpuslitabmas, Kabag Marketing, Kabag SDM dan Sarpras, Kabag Perpustakaan, Kabag Kemahasiswaan, Kabag Kerjasama, Kabag Keuangan, Sekprodi	Reservasi Tempat Makan 12 pax Lunch Nasi Bungkus 18 pax

13.00 - 15.00	Analisis KPI Based on RENSTRA	Bu Ochi	CUM,RDM,FBM,Magister Terapan Yayasan : Pa Tirta, Pak Ben, Pak Bobo, Pak Andi Tel-U : Bu Ersy, Bu Inne, Bu Ima, Pak Guntur	Ruang Natuna, Notulen, Snack Box, Tea & Coffee, untuk 30 pax
15.00 - 16.00	Perjalanan Menuju Bandara Hang Nadim	Pak Ubay	Tel-U, Bu Ochi dan Pak Ubay	
16.00 - 17.00	Proses Cek in dan Boarding	Pak Ubay		
17.30 - 19.10	Penerbangan BTH - CGK	Pak Ubay		

E-ticket
Departure Flight



Citilink
QG-942
Economy

Friday, 26 July 2024

10:30

Jakarta (CGK)
Soekarno Hatta International Airport - Terminal 3

12:15

Batam (BTH)
Hang Nadim - Terminal Domestic

Traveloka Booking ID
1166155478

Airline Booking Code (PNR)
OF5VQZ

REFUNDABLE
Up to a certain time only (learn more through E-ticket in App).

- Present e-ticket and valid identification at check-in
- Check-in **at least 90 minutes** before departure
- All times shown are in local airport time

Passenger Details

No.	Passenger(s)	Route	Flight Facilities
1.	Mrs. ANGELINA PRIMA KURNIATI (Adult)	CGK - BTH	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage
2.	Mr. GUNTUR PRABAWA KUSUMA (Adult)	CGK - BTH	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage
3.	Mrs. ERSY ERVINA (Adult)	CGK - BTH	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage
4.	Mrs. INNE GARTINA HUSEIN (Adult)	CGK - BTH	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage

Airline Conditions of Carriage

Please read and understand the following airline's conditions of carriage



QG : <http://www.traveloka.com/x/coc/qg>

<http://www.traveloka.com/x/coc/qg-pregnantPass>

Travel Requirements

To ensure a smooth journey, kindly ensure that you are aware of the travel requirements for your destination, including any transit cities.

For the most updated requirements, check <https://trv.lk/safe-travel>

How to Reschedule

1. Log in to your Traveloka account via <https://www.traveloka.com/login>, or your Traveloka App.
 2. Go to **My Booking** and open the booking you want to reschedule. If rescheduling is available for your booking, click **Request Reschedule**.
 3. Don't worry, your initial booking will still be valid until your new e-ticket is issued.
 4. Select the flight and passenger you want to reschedule.
 5. Enter your new preferred flight details. Then, select your new flight.
 6. Check your booking details and click **Continue** to submit your reschedule request.
 7. If the price was not available when you were selecting your new flight, wait for your new ticket price to be confirmed.
 8. If you need to pay for the fare difference or rescheduling fee, please complete your payment within the given time limit.
 9. After your payment is successful, you will receive your new e-ticket in **My Booking** and email.
-

How to Refund

1. Log in to your Traveloka account via <https://www.traveloka.com/login>, or your Traveloka App.
2. Go to **My Booking** and open the booking you want to refund. Then, click **Request Refund**.
3. Don't worry, your booking will still be valid until you have submitted your refund request.
4. Read the general refund info about your booking. If your flight is refundable, click **Start My Refund** to begin your refund process.
5. Select your refund reason and the passenger you want to refund.
6. Complete your refund requirements, such as uploading your refund documents or filling in your bank account details.
7. Review your refund details and click **Submit Refund**.
8. We will review your refund request and forward it to the airline.
9. You will be notified of every progress of your refund. But, you can also keep track of your refund status via **My Booking**.

All refund should be processed through Traveloka. Otherwise, refund will not be approved by airline.



Need to buy extra baggage, refund, reschedule, or change your booking details? [Check the Manage Booking section on your E-Ticket.](#)

We're ready to help you

Inform your booking ID 1166155478 when contacting us via call or email below:



0804-1500-308



cs@traveloka.com



Contact Us



Go to Help Center • trv.lk/help



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View and use your item upon redemption or entry by going to My Booking in Traveloka App.



Real-Time Flight Status

Updates on the latest flight status are available in My Booking in Traveloka App. You can also share this info with friends and family!



RECEIPT

Number : #1805524713476225419
Date : 25 Jul 2024, 11:42 (Thursday)

PAYMENT DETAILS

P.O. NUMBER: 1166155478

METHOD: Virtual Account

STATUS: Paid

CUSTOMER DETAILS

Name : Afriyonita Sari
Email : afriyonita@yayasanvitka.id
Contact Number : +6281267292272

COMPANY DETAILS

Name : Trinusa Travelindo
NPWP : 31.616.320.3-031.000
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 15345

PASSENGER DETAILS

MRS Angelina Prima Kurniati (ADULT) | MR Guntur Prabawa Kusuma (ADULT) | MRS Ersy Ervina (ADULT) | MRS Inne Gartina Husein (ADULT) | MRS Angelina Prima Kurniati (Adult) | MRS Inne Gartina Husein (Adult) | MR Guntur Prabawa Kusuma (Adult) | MRS Ersy Ervina (Adult)

PURCHASE DETAILS

No	Type of Item	Item Description	Qty	Price per unit Rp	Total Rp
1	Flight Ticket	Citilink (Adult) CGK - BTH Jul 26, 2024	4	1.124.324	4.497.296
2	Flight Delay Insurance	CHUBB - Flight Delay Insurance	4	50.700	202.800
				TOTAL	4.700.096
				SERVICE FEE *	24.000
				Paid with BNI Virtual Account	4.724.096
				PAYMENT AMOUNT	4.724.096

*Includes PPN

For any questions, visit Traveloka Help Center: www.traveloka.com/help

E-ticket
Departure Flight



Citilink
QG-969
Economy

Monday, 29 July 2024

17:30 Batam (BTH)
Hang Nadim - Terminal Domestic

19:10 Jakarta (CGK)
Soekarno Hatta International Airport - Terminal 3

Traveloka Booking ID
1166143573

Airline Booking Code (PNR)
KL56VH

REFUNDABLE
Up to a certain time only (learn more through E-ticket in App).

Present e-ticket and valid identification at check-in

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All times shown are in local airport time

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1.	Mrs. ANGELINA PRIMA KURNIATI (Adult)	BTH - CGK	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage
2.	Mr. GUNTUR PRABAWA KUSUMA (Adult)	BTH - CGK	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage
3.	Mrs. INNE GARTINA HUSEIN (Adult)	BTH - CGK	7 KG Cabin Baggage *With a specific dimension subject to airline's policy 20 KG Baggage

Airline Conditions of Carriage

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QG : <http://www.traveloka.com/x/coc/qg>

<http://www.traveloka.com/x/coc/qg-pregnantPass>

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-

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6. Complete your refund requirements, such as uploading your refund documents or filling in your bank account details.
7. Review your refund details and click **Submit Refund**.
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We're ready to help you

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0804-1500-308



cs@traveloka.com



Contact Us



Go to Help Center • trv.lk/help



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RECEIPT

Number : #1805522483617495343
Date : 25 Jul 2024, 11:07 (Thursday)

PAYMENT DETAILS

P.O. NUMBER: 1166143573

METHOD: Virtual Account

STATUS: Paid

CUSTOMER DETAILS

Name : Afriyonita Sari
Email : afriyonita@yayasanvitka.id
Contact Number : +6281267292272

COMPANY DETAILS

Name : Trinusa Travelindo
NPWP : 31.616.320.3-031.000
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 15345

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PURCHASE DETAILS

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1	Flight Ticket	Citilink (Adult) BTH - CGK Jul 29, 2024	3	1.124.424	3.373.272
2	Flight Delay Insurance	CHUBB - Flight Delay Insurance	3	50.700	152.100
				TOTAL	3.525.372
				SERVICE FEE *	24.000
				Paid with BNI Virtual Account	3.549.372
				PAYMENT AMOUNT	3.549.372

*Includes PPN

For any questions, visit Traveloka Help Center: www.traveloka.com/help