



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221025-0081	TCAR Date	: 25-10-2022
TCAR Status	: CLOSED	Department	: EVENT PLANNER
Employee SN	: 00003666	Division	: EAST INDONESIA
Employee Name	: Pilipus Lipa Borong	Branch	: SCC MAKASSAR
Employee Email	: PHILIPUS.BORONG@TRAKINDO.CO.ID	Cost Center	: 10D0730BM

TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
03-12-2022	Air	Makassar - Jakarta	3172061307680003	(+62)81354044869	10D0730BM	
11-12-2022	Air	Jakarta - Makassar	3172061307680003	(+62)81354044869	10D0730BM	

Cash Detail

Cash Advanced Usage Date : 03-12-2022 to 11-12-2022

Expense Type	Description	Currency	Cash Requested
--------------	-------------	----------	----------------

Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00019405	JENI BUNGA	HUMAN RESOURCE	jenny.bunga@trakindo.co.id	APPROVED
00016455	SAMUEL EKA	SUPERIOR	samuel.eka@trakindo.co.id	APPROVED
00003501	EDI SANTOSO	SUPERIOR	edi.santoso@trakindo.co.id	APPROVED

I hereby declare all the information above is true and correct, supported by adequate information as required by the Company policies in filing a Travel & Cash Advance request. I have read and understand the Company policies regarding the use of cash advance as well as the settlement requirement. I have responsibility to settle this advance **no later than the end of the month of returning from travel** as regulated by the Company policies. I understand that fail in settle this advance will result in rejection in filing another Travel & Cash Advance Request and any other disciplinary actions based on Company policies. Any unsettled advances **will be wholly deducted from my salary** in one time deduction.

This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.