



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20231004-0080	TCAR Date	: 04-10-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: MACHINE PLANNING
Employee SN	: 00006958	Division	: PP SC
Employee Name	: RAMALINDA	Branch	: HEAD OFFICE
Employee Email	: RAMALINDA@TRAKINDO.CO.ID	Cost Center	: 10Z0210SM

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE50437	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
19-10-2023	Air	Jakarta - Palembang	3174045503800017	08118436178		Launching 313 LGP
19-10-2023	Land	Jakarta - Jakarta	3174045503800017	08118436178		Office to Airport
19-10-2023	Land	Palembang - Palembang	3174045503800017	08118436178		Airport to Hotel
21-10-2023	Air	Palembang - Jakarta	3174045503800017	08118436178		Launching 313LGP
21-10-2023	Land	Palembang - Palembang	3174045503800017	08118436178		Hotel to Airport
21-10-2023	Land	Jakarta - Jakarta	3174045503800017	08118436178		Airport to home

Cash Detail

Cash Advanced Usage Date : 19-10-2023 to 21-10-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	to cover meals during travel	IDR	1,000,000.00

Total IDR : Rp 1,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003392	ARIF PRAWIRA	SUPERIOR	aprawira@trakindo.co.id	APPROVED
AP	FINANCE AP	AP	-	WAITING FOR APPROVAL

File Attachment

Created Date	Created Name	File Name
10/4/2023 10:53:33 AM	RAMALINDA	313LGP Event.pdf

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.

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