



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210119-0007	TCAR Date	: 04-02-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: EQUIPMENT MANAGEMENT
Employee SN	: 00039062	Division	: CUST SUPPORT
Employee Name	: FABIAN SCHULZ	Branch	: HEAD OFFICE
Employee Email	: FABIAN.SCHULZ@TRAKINDO.CO.ID	Cost Center	: 10W0230LN

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	:

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
29-01-2021	Land	Jakarta - Garut				annual leave - travel by car
06-02-2021	Land	Garut - Jakarta				

Estimation REFUND from Travel Agent : IDR 690,000.00 (The price excludes admin fees and taxes)

Cash Detail

Cash Advanced Usage Date : 29-01-2021 to 06-02-2021

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00040424	KRISTIN NATALIA HUTAHAEAN	HUMAN CAPITAL	kristin.hutahaean@trakindo.co.id	APPROVED
00012414	SIMON W LAWTON	SUPERIOR	simon.lawton@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	WAITING FOR APPROVAL

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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