



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	:	TCAR Date	:
TCAR Status	:	Department	:
Employee SN	:	Division	:
Employee Name	:	Branch	:
Employee Email	:	Cost Center	:

TCAR Detail

Purpose of Travel	:	Travel with Asuredness	:
Travel Type	:	Corp Credit Card Holder	:
Internal Order No	:	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	Cost Center	Description
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Estimation COST from Travel Agent : IDR 0.00 (The price excludes admin fees and taxes)

Cash Detail

Cash Advanced Usage Date :

Expense Type	Description	Currency	Cash Requested
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Total IDR :

Total USD :

Approval Matrix

SN	Employee Name	Roles	Email	Status
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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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