



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210206-0016	TCAR Date	: 11-02-2021
TCAR Status	: APPROVED BY OO	Department	: OPERATOR TRAINER
Employee SN	: 00004762	Division	: SALES SUPPORT
Employee Name	: NURUL YAKIN	Branch	: HEAD OFFICE
Employee Email	: NURUL.YAKIN@TRAKINDO.CO.ID	Cost Center	: 10Z0299FY

TCAR Detail

Purpose of Travel	: Business Trip	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
07-02-2021	Air	Jakarta - Medan	3175101601770006	08118515294	10F2110FZ	Operator Training 9 unit PT. Tor Ganda 9-10 Feb 2021
17-02-2021	Air	Medan - Jakarta	3175101601770006	08118515294	10Z0210FA	Back to home

Estimation COST from Travel Agent : IDR 0.00 (*The price excludes admin fees and taxes*)

Cash Detail

Cash Advanced Usage Date : 07-02-2021 to 17-02-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meal selama 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
00024554	PUTUT EKO SURYANTORO	SUPERIOR	putut.suryantoro@trakindo.co.id	APPROVED
00028327	IRFAN FIRDAUS	SUPERIOR	irfan.firdaus@trakindo.co.id	APPROVED
00003520	STANLEY EDGAR WIJAYA	SUPERIOR	swijaya@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	APPROVED
AP	FINANCE AP	AP	-	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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