



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210225-0109	TCAR Date	: 23-03-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: MINING PRODUCT ENGINEER
Employee SN	: 00026475	Division	: R I MKT
Employee Name	: LALAK BUDIMAN	Branch	: HEAD OFFICE
Employee Email	: LALAK.BUDIMAN@TRAKINDO.CO.ID	Cost Center	: 10Z0299MC

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
01-03-2021	Air	Semarang - Balikpapan	3374051701840001	08119400172		Prepare 2 x MD6250 delivery to FMI
27-03-2021	Air	Balikpapan - Semarang	3374051701840001	08119400172		Reschedule Ticket from 31.03.2021 to 27.03.2021

Estimation COST from Travel Agent : IDR 357,000.00 (The price excludes admin fees and taxes)

Cash Detail

Cash Advanced Usage Date : 01-03-2021 to 27-03-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	a month meals during support @Balikpapan	IDR	6,000,000.00
Domestic Travel - Public Transportation	Taxi home - A. Yani Airport vv, Taxi Sepinggan Airport - Hotel vv	IDR	1,000,000.00

Total IDR : Rp 7,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00034521	KISWANTO	SUPERIOR	kiswanto@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.