



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210304-0048	TCAR Date	: 05-03-2021
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	KT P	Phone Number	Cost Center	Description
12-03-2021	Air	Jakarta - Tasikmalaya				Susi Air from Halim to Pangadaran to pick up family

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

## Cash Detail

Cash Advanced Usage Date : 12-03-2021 to 12-03-2021

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	\$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00040424	KRISTIN NATALIA HUTAHAEAN	HUMAN CAPITAL	kristin.hutahae@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.

*This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.*