



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210312-0038	TCAR Date	: 03-04-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: CONSTRUCTION SALES EXECUTIVE
Employee SN	: 10000283	Division	: C&F MKT & SLS
Employee Name	: IMRAN RUSYADI	Branch	: HEAD OFFICE
Employee Email	: IMRAN.R.RUSYADI@TRAKINDO.CO.ID	Cost Center	: 10Z0210FF

## 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	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
20-03-2021	Land	Karimun - Karimun				Survey CAT Machine @ TPA Kab Karimun
21-03-2021	Sea	Karimun - Tanjung Pinang				Prepare Mapping, Canvassing Dinas PU PR, Dinas LH dan BPBD Kab Lingga
21-03-2021	Sea	Tanjung Pinang - Lingga				Prepare Mapping, Canvassing Dinas PU PR, Dinas LH dan BPBD Kab Lingga
22-03-2021	Sea	Lingga - Lingga				Mapping, Canvassing Dinas PU PR, Dinas LH dan BPBD Kab Lingga
23-03-2021	Sea	Lingga - Tanjung Pinang				Pulang Mapping, Canvassing Dinas PU PR, Dinas LH dan BPBD Kab Lingga & Visit Dinas Pertanian Prov Kep Riau
23-03-2021	Sea	Tanjung Pinang - Batam				Prepare for Mapping, Canvassing Dinas PU PR, Dinas LH dan BPBD Kab Natuna
24-03-2021	Land	Batam - Batam				Meet Up dengan Dinas LH dan PU PR Kota Batam
25-03-2021	Air	Batam - Natuna	3273013008720002	08122026343		Prprepare Mapping & Canvassing Dinas LH, PU PR dan Pertanian Kab Natuna
26-03-2021	Land	Natuna - Natuna				Mapping & Canvassing Dinas LH, PU PR dan Pertanian Kab Natuna
27-03-2021	Air	Natuna - Batam	3273013008720002	08122026343		Finished Mapping & Canvassing Dinas LH, PU PR dan Pertanian Kab Natuna
28-03-2021	Air	Batam - Kepulauan Anambas	3273013008720002	08122026343		Prepare Mapping, Canvassing Dinas PU PR, Dns LH & BPBD Kab Anambas
29-03-2021	Land	Kepulauan Anambas - Kepulauan Anambas				Mapping, Canvassing Dinas PU PR, Dns LH & BPBD Kab Anambas
30-03-2021	Land	Kepulauan Anambas - Kepulauan Anambas				Prepare Mapping, Canvassing Pemkab2 Kab Anambas, waiting flight schedule Anambas - Batam
31-03-2021	Air	Kepulauan Anambas - Batam	3273013008720002	08122026343		Pulang Mapping, Canvassing Pemkab Kab Anambas
01-04-2021	Air	Batam - Jakarta	3273013008720002	08122026343		Pulang Mapping, Canvassing Pemkab/Pemkot Prov Kep Riau 14 - 31

						Maret 2021
01-04-2021	Land	Jakarta - Bandung				Pulang Mapping, Canvassing Pemkab/Pemkot Prov Kep Riau 14 - 31 Maret 2021
14-03-2021	Land	Bandung - Jakarta				Berangkat to Soetta Airport - Flight to Batam - Mapping, Canvassing Pemprov, Pemkot & Pemkab di Prov Kepri - 15 s/d 26 Maret 2021
14-03-2021	Air	Jakarta - Batam	3273013008720002	08122026343		Flight to Batam - Mapping, Canvassing Pemprov, Pemkot & Pemkab di Prov Kepri - 15 s/d 26 Maret 2021
15-03-2021	Land	Batam - Batam				F/U Inquiry Dozer di DLH Kota Batam, Visit Dns PU PR dan BPBD Kota Batam
16-03-2021	Sea	Batam - Tanjung Pinang				Mapping, Canvassing to Dinas PU PR, Dinas LH & BPBD Pemprov Kep Riau
17-03-2021	Land	Tanjung Pinang - Tanjung Pinang				Mapping, Canvassing to Dinas PU PR, Dinas LH & BPBD Pemkot Tjg Pinang
17-03-2021	Land	Tanjung Pinang - Bintan				Prepare for Mapping, Canvassing to Dinas PU PR, Dinas LH & BPBD Pemkab Bintan
18-03-2021	Sea	Bintan - Batam				Mapping, Canvassing to Dinas PU PR, Dinas LH & BPBD Pemkab Bintan
18-03-2021	Sea	Batam - Karimun				Prepare Mapping, Canvassing to Dinas PU PR, Dinas LH & BPBD Pemkab Karimun
19-03-2021	Land	Karimun - Karimun				Mapping, Canvassing to Dinas PU PR, Dinas LH dan BPBD Pemkab Karimun

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

## Cash Detail

Cash Advanced Usage Date : 14-03-2021 to 01-04-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	Plan Mapping & Canvassing Pemkot/Pemkab di Prov Kepri 15 s/d 25 Maret (14 hari). Biaya Hotel 8 malam x Rp 600.000. Antavaya tdj bisa provide hotel diluar Kota Batam	IDR	4,800,000.00
Domestic Travel - Airline Ticket	Ticket Pesawat Batam - Letung (continue by Ferry to Kep Anambas) PP. Vayatour tdj bisa provide Ticket Pesawat Batam - Letung @ 1.500.000/trip	IDR	3,000,000.00
Domestic Travel - Boat Ticket	Plan Mapping & Canvassing Pemkot/Pemkab di Prov Kepri 15 s/d 25 Maret. Ticket Ferry 6 x Per Ticket Rp 150.000	IDR	900,000.00
Domestic Travel - Car Rent	Plan Mapping & Canvassing Pemkot/Pemkab di Prov Kepri 15 s/d 25 Maret. Rental Mobil 10 Hari, Per Hari Rp 300.000	IDR	3,000,000.00
Domestic Travel - Meals	Plan Mapping & Canvassing Pemkot/Pemkab di Prov Kepri 15 s/d 25 Maret. Meal 14 Hari, Per Hari Rp 300.000	IDR	3,600,000.00

Total IDR : Rp 15,300,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00029647	NIA KURNIASIH	SUPERIOR	nia.kurniasih@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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