



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210312-0082	TCAR Date	: 15-03-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATOR TRAINER
Employee SN	: 00004607	Division	: SALES SUPPORT
Employee Name	: MULYANI	Branch	: HEAD OFFICE
Employee Email	: MULYANI.GANI@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
18-03-2021	Air	Yogyakarta - Jakarta	317409230471003	08118968903	10Z0210FB	kembali ke jakarta
17-03-2021	Air	Jakarta - Yogyakarta	317409230471003	08118968903	10Z0210FB	support training Operator PT.Panca Duta persada site bogowonto Jateng

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

Cash Detail

Cash Advanced Usage Date : 17-03-2021 to 18-03-2021

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
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	-	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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