



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210317-0034	TCAR Date	: 26-03-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: APPLICATION OPERATION
Employee SN	: 00008636	Division	: CUST SUPPORT
Employee Name	: ARIES WIDODO	Branch	: HEAD OFFICE
Employee Email	: ARIES.WIDODO@TRAKINDO.CO.ID	Cost Center	: 10W0230LN

## 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
21-03-2021	Air	Jakarta - Banjarmasin	647102110278001	08125382170		SAT PT.BUMA-SDJ site, Kal Sel.
30-03-2021	Air	Banjarmasin - Jakarta	647102110278001	08125382170		Travel Back after SAT-SDJ site.

**Estimation COST from Travel Agent : IDR 800,000.00 (The price excludes admin fees and taxes)**

## Cash Detail

Cash Advanced Usage Date : 21-03-2021 to 30-03-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	accommodation for 8 days (@ Rp 400.000)	IDR	3,200,000.00
Domestic Travel - Laundry	Laundry for 8 days (@ Rp 100.000)	IDR	800,000.00
Domestic Travel - Meals	Meals for 8 days (@ Rp 125.000)	IDR	1,000,000.00

Total IDR : Rp 5,000,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00010146	AHWAN TSAURI	SUPERIOR	ahwan.tsauri@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.

*correct information is as stated in the system.*