



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210329-0070	TCAR Date	: 14-04-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: SC INSURANCE SUPPORT MGMT.
Employee SN	: 00020696	Division	: SC COMP & PROC
Employee Name	: DEDEN SUBHAN FUAD MU'MIN	Branch	: HEAD OFFICE
Employee Email	: DEDEN.MUMIN@TRAKINDO.CO.ID	Cost Center	: 10Z0299JP

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
30-03-2021	Land	Jakarta - Tangerang				Taxi From Home to Soekarno-Hatta Airport.
30-03-2021	Air	Tangerang - Palembang	3215131401830002	082150171831		Travel From Soekarno-Hatta Airport to Palembang Airport
05-04-2021	Land	Palembang - Jakarta				Travel to Palembang

Estimation REFUND from Travel Agent : IDR 852,000.00 (The price excludes admin fees and taxes)

Cash Detail

Cash Advanced Usage Date : 30-03-2021 to 05-04-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	Hotel Accommodation at Palembang	IDR	600,000.00
Domestic Travel - Car Rent	Car Rent From Palembang to Polsek Batanghari Leko Musi Banyuasin	IDR	1,000,000.00
Domestic Travel - Car Rent	Car Rent From Polsek Batanghari Leko to Palembang	IDR	1,000,000.00
Domestic Travel - Meals	Breakfast at Soekarno-Hatta Airport	IDR	150,000.00
Domestic Travel - Meals	Lunch at Palembang	IDR	150,000.00
Domestic Travel - Meals	Dinner at Palembang	IDR	150,000.00
Domestic Travel - Meals	Lunch at Palembang	IDR	150,000.00
Domestic Travel - Meals	Dinner at Soekarno-Hatta Airport	IDR	150,000.00
Domestic Travel - Public Transportation	Taxi From Hotel to Hospital	IDR	100,000.00
Domestic Travel - Public Transportation	Taxi From Hospital to Palembang Airport	IDR	100,000.00

Total IDR : Rp 3,550,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00034539	HENDI GUNADI	SUPERIOR	hendi.gunadi@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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