



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210401-0245	TCAR Date	: 16-04-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: SALES ADMIN OPERATION
Employee SN	: 00050057	Division	: MKT & SLS SUPP
Employee Name	: MUHAMMAD FAUZI	Branch	: HEAD OFFICE
Employee Email	: MUHAMMAD.FAUZI@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	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
04-04-2021	Land	Bekasi - Bandung			10K0220FZ	Meeting dengan customer
09-04-2021	Land	Bandung - Bekasi			10K0220FZ	Meeting Pembahasan AR PDSI

Estimation REFUND from Travel Agent : IDR 90,000.00 (The price excludes admin fees and taxes)

Cash Detail

Cash Advanced Usage Date : 04-04-2021 to 09-04-2021

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00016768	DEWI RAHAYU	SUPERIOR	dewi.rahayu@trakindo.co.id	APPROVED
00005124	KEMAL PASHA PARULIAN HARAHAP	SUPERIOR	kpasha@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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