



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210405-0110	TCAR Date	: 11-04-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: ENGINE TECHNICAL COMMUNICATOR
Employee SN	: 00006165	Division	: SVC EXCEL SUPP
Employee Name	: FEBRI YADI ASWARI	Branch	: HEAD OFFICE
Employee Email	: FEBRI.ASWARI@TRAKINDO.CO.ID	Cost Center	: 10Z0260LQ

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
07-04-2021	Air	Pekanbaru - Muara Enim	1671150902820001	08116054454	10F6360HG	Support Cabang TU M.Enim Critical Power Module C175 PSD Project
12-04-2021	Air	Muara Enim - Pekanbaru	1671150902820001	08116054454	10F6360HG	Re Schedule, karena perubahan schedule karena pekerjaan lebih cepat.

Cash Detail

Cash Advanced Usage Date : 07-04-2021 to 12-04-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	Swab Antigen & Genose (PP)	IDR	1,000,000.00
Domestic Travel - Car Rent	Travell Accomodation Palembang City to M.Enim (PP)	IDR	1,000,000.00
Domestic Travel - Meals	Biaya Meal Selama Perjalanan 13 hari	IDR	2,000,000.00

Total IDR : Rp 4,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003897	ASWIN HENDARKO	SUPERIOR	ahendarko@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	WAITING FOR APPROVAL

File Attachment

Created Date	Created Name	File Name
4/5/2021 11:58:21 AM	FEBRI YADI ASWARI	RE_ Protocol Covid-19 release permit Chief-CS dan SES-Head Manager for special field duty.msg

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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