



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210407-0122	TCAR Date	: 07-04-2021
TCAR Status	: CANCELED BY OO	Department	: DESIGN ENGINEERING
Employee SN	: 00015598	Division	: POWER SYSTEMS
Employee Name	: DWIADI MAHARDHANI	Branch	: HEAD OFFICE
Employee Email	: DWIADI.MAHARDHANI@TRAKINDO.CO.ID	Cost Center	: 10K0220FE

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	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
09-04-2021	Air	Jakarta - Palembang	3519071202820001	08118012524		Trip to Muara Enim for test C175 generator for the PT. Bukit Asam Project
09-04-2021	Land	Palembang - Muara Enim				Trip to Muara Enim for test C175 generator for the PT. Bukit Asam Project
12-04-2021	Land	Muara Enim - Palembang				Back to Jakarta after finish test C175 generator for the PT. Bukit Asam Project
13-04-2021	Air	Palembang - Jakarta	3519071202820001	08118012524		Back to Jakarta after finish test C175 generator for the PT. Bukit Asam Project

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

Cash Detail

Cash Advanced Usage Date : 09-04-2021 to 13-04-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meal During Trip	IDR	1,500,000.00
Domestic Travel - Public Transportation	Taxi from Hotel to Palembang Airport	IDR	150,000.00
Domestic Travel - Public Transportation	Car rent include driver & fuel for trip from Palembang to Muara Enim (2 trip)	IDR	2,500,000.00

Total IDR : Rp 4,150,000.00
Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00002974	TAUFIK ARIFANY	SUPERIOR	tarifany@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	APPROVED

AP	FINANCE AP	AP	-	WAITING FOR APPROVAL
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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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