



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210410-0011	TCAR Date	: 22-04-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATOR TRAINER
Employee SN	: 00004762	Division	: MINING MKT&SLS
Employee Name	: NURUL YAKIN	Branch	: HEAD OFFICE
Employee Email	: NURUL.YAKIN@TRAKINDO.CO.ID	Cost Center	: 10Z0210FC

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
14-04-2021	Air	Jakarta - Pekanbaru	3175101601770006	08118515294	10Z0210FC	Refreshment Operator Training CK-KIM
23-04-2021	Land	Bungo - Bungo			10Z0210FC	Keluar dari CK-KIM menginap di Bungo
25-04-2021	Air	Pekanbaru - Jakarta	3175101601770006	08118515294	10Z0210FC	Back to home

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

Cash Detail

Cash Advanced Usage Date : 14-04-2021 to 25-04-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Laundry saat travel	IDR	100,000.00
Domestic Travel - Meals	Meal saat travel	IDR	2,400,000.00
Domestic Travel - Public Transportation	Taxi Bandara - Hotel Pekanbaru PP Rp.500 Rb Travel Pekanbaru - CK-KIM PP. Rp. 2 Juta	IDR	2,500,000.00

Total IDR : Rp 5,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003401	EDI FERDIANA	SUPERIOR	eferdian@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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