



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210527-0106	TCAR Date	: 08-06-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: ORGANIZATION DEVELOPMENT
Employee SN	: 00011841	Division	: HUMAN CAPITAL
Employee Name	: NANDA IRVANDY MALAU	Branch	: HEAD OFFICE
Employee Email	: NANDA.MALAU@TRAKINDO.CO.ID	Cost Center	: 10Z0299JB

TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: Yes
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
26-06-2021	Air	Medan - Jakarta	6408042203810008	08126018553		Return
21-06-2021	Air	Jakarta - Medan	6408042203810008	08126018553		Annual Leave

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

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Ferry Martha Triwanty Nababan	6408045809860003	08116121809	Trakindo	Trakindo	Wife
Reynard Bona Precious Joshua Malau			Trakindo	Trakindo	Son
Braven Precious Ignito Malau			Trakindo	Trakindo	Son
Fenny Martha Triwanty Nababan	6408045809860003	08116121809	Trakindo	Trakindo	Annual Leave
Reynard Bona Precious Joshua Malau			Trakindo	Trakindo	Annual Leave
Braven Precious Joshua Malau			Trakindo	Trakindo	Annual Leave

Cash Detail

Cash Advanced Usage Date : 21-06-2021 to 26-06-2021

Expense Type	Description	Currency	Cash Requested
--------------	-------------	----------	----------------

Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
----	---------------	-------	-------	--------

00003469	RINI MARDIATI	HUMAN CAPITAL	rmardiat@trakindo.co.id	APPROVED
00004733	YUDI ADRIAN	SUPERIOR	yudi.adrian@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.

This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.