



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210527-0129	TCAR Date	: 10-06-2021
TCAR Status	: APPROVED BY OO	Department	: DESIGN ENGINEERING
Employee SN	: 10000550	Division	: POWER SYSTEMS
Employee Name	: YUSUF RIZAL SASONGKO	Branch	: HEAD OFFICE
Employee Email	: YUSUF.R.SASONGKO@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
02-06-2021	Air	Jakarta - Surabaya	3517090711950002	08111560686		Project installation monitoring at KBRS 1 PT PAL Surabaya
18-06-2021	Air	Surabaya - Jakarta	3517090711950002	08111560686		back from bussiness travel

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

Cash Detail

Cash Advanced Usage Date : 02-06-2021 to 18-06-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	laundry for 7 days	IDR	1,000,000.00
Domestic Travel - Meals	3x1 meals per day for 10 days	IDR	4,500,000.00
Domestic Travel - Meals	meals for 2x7 days	IDR	2,450,000.00
Domestic Travel - Public Transportation	public transportation from hotel to PT PAL, 300k per day and from airport to hotel at arrival and when back to jakarta	IDR	3,000,000.00

Total IDR : Rp 10,950,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00006743	JOKO SUSILO	SUPERIOR	joko.susilo@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	APPROVED
AP	FINANCE AP	AP	-	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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