



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210604-0087	TCAR Date	: 08-06-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: FORESTRY & AGRICULTURE SALES
Employee SN	: 00002798	Division	: C&F MKT & SLS
Employee Name	: YADI KUSTIADI	Branch	: HEAD OFFICE
Employee Email	: YKUSTIADI@TRAKINDO.CO.ID	Cost Center	: 10Z0210FA

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
07-06-2021	Air	Jakarta - Balikpapan	177107180673001	081640032		site visit to IHJ (Sinar Mas) ,IHM (RAPP Group) Djaroem Group ,Nusantara Finer .PT.MAP. KSDE . Samarinda.
11-06-2021	Air	Balikpapan - Jakarta		0811640032		Meeting with BRIF .

Cash Detail

Cash Advanced Usage Date : 07-06-2021 to 11-06-2021

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003392	ARIF PRAWIRA	SUPERIOR	aprawira@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.