TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20210616-0112	TCAR Date	: 12-07-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCT & APPLICATION
Employee SN	: 00034521	Division	: MINING MKT&SLS
Employee Name	: KISWANTO	Branch	: HEAD OFFICE
Employee Email	: KISWANTO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MC

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
22-06-2021	Air	Jakarta - Timika	3201010211730000	0811194212		Monitor MD6250 performance and terrain for drills application

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

Cash Detail

Cash Advanced Usage Date   : 22-06-2021 to 22-06-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meals during site visit 22 June - 20 July, Timika and tembagapura	IDR	2,000,000.00
Domestic Travel - Public Transportation	Taxi at Timika, airport to hotel VV	IDR	500,000.00
	Total IDR :		Rp 2,500,000.00
	Total USD :		$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
10000547	MARTIN JOHN WILLIAMS	SUPERIOR	martin.williams@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.

correct information is as stated in the system.