



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210629-0002	TCAR Date	: 10-07-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: APPLICATION ENGINEERING
Employee SN	: 00028327	Division	: MINING MKT&SLS
Employee Name	: IRFAN FIRDAUS	Branch	: HEAD OFFICE
Employee Email	: IRFAN.FIRDAUS@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
04-07-2021	Air	Jakarta - Ternate	3175031609710006	08121182209	10Z0299MC	Fuel study PT. Perwira at Weday.
05-07-2021	Sea	Ternate - Halmahera Timur			10Z0299MC	Fuel study PT. Perwira at Weday.
05-07-2021	Land	Ternate - Halmahera Timur			10Z0299MC	Fuel study PT. Perwira at Weday.
11-07-2021	Sea	Halmahera Timur - Ternate			10Z0299MC	Fuel study PT. Perwira at Weday.
11-07-2021	Land	Ternate - Halmahera Timur			10Z0299MC	Fuel study PT. Perwira at Weday.
15-07-2021	Air	Ternate - Jakarta				after travel business

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

## Cash Detail

Cash Advanced Usage Date : 04-07-2021 to 15-07-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	Pay for Hotels at Lelilef (there's no hotel covered by travel agent) : 6 days x Rp. 400,000 =	IDR	2,400,000.00
Domestic Travel - Boat Ticket	Buy boat ticket from Ternate to Sofifi (PP)	IDR	600,000.00
Domestic Travel - Meals	Makan selama study :9 hari x 2 x rp. 175,000 = Rp. 3,150,000	IDR	3,150,000.00
Domestic Travel - Public Transportation	Rent car from Ternate to East Halmahera (PP)	IDR	3,000,000.00

Total IDR : Rp 9,150,000.00

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.

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