



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210629-0099	TCAR Date	: 10-07-2021
TCAR Status	: POSTED TO SAP	Department	: PRODUCT
Employee SN	: 00034334	Division	: MINING MKT&SLS
Employee Name	: HARIS DINI MUHARYANTO	Branch	: HEAD OFFICE
Employee Email	: HARIS.MUHARYANTO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: Yes
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	3174031512770004	08121085409		745 Site Visit and preparation Production Study
15-07-2021	Air	Ternate - Jakarta				after travel business ternate

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
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Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00034521	KISWANTO	SUPERIOR	kiswanto@trakindo.co.id	APPROVED

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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