TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20210701-0010	TCAR Date	: 05-07-2021
TCAR Status	: CANCELED BY OO	Department	: PRODUCT ENGINEER
Employee SN	: 00026475	Division	: MINING MKT&SLS
Employee Name	: LALAK BUDIMAN	Branch	: HEAD OFFICE
Employee Email	: LALAK.BUDIMAN@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
15-07-2021	Air	Jakarta - Timika	3374051701840001	08119400172		MineStar Terrain Commissioning, Established & Productivity Study MD6250
30-08-2021	Air	Timika - Jakarta	3374051701840001	08119400172		MineStar Terrain Commissioning, Established & Productivity Study MD6250

Cash Detail

Cash Advanced Usage Date : 15-07-2021 to 30-08-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meals	IDR	3,000,000.00
		Total IDR :	Rp 3,000,000.00
		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	-	APPROVED
OO	Office Operation	OO	-	WAITING FOR APPROVAL
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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