



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210701-0088	TCAR Date	: 12-07-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATOR TRAINER
Employee SN	: 10000771	Division	: C&F MKT & SLS
Employee Name	: ADITA PRADATA	Branch	: HEAD OFFICE
Employee Email	: ADITA.PRADATA@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
07-07-2021	Air	Jakarta - Waingapu				travel business
14-07-2021	Air	Waingapu - Kupang	3316090305890002	081236026633		Back to Jakarta (Swab PCR test in Kupang)
16-07-2021	Air	Kupang - Jakarta	3316090305890002	081236026633		Back to Jakarta

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

Cash Detail

Cash Advanced Usage Date : 07-07-2021 to 16-07-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Airport Tax	Airport Tax and Baggage fare	IDR	250,000.00
Domestic Travel - Meals	Meal for 5 days (6-10 july) @ 550.000	IDR	2,750,000.00
Domestic Travel - Public Transportation	Taxi from Airport to hotel Waingapu	IDR	250,000.00
Domestic Travel - Public Transportation	Taxi from hotel to Airport Waingapu	IDR	250,000.00

Total IDR : Rp 3,500,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00002798	YADI KUSTIADI	SUPERIOR	ykustiadi@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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