



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210801-0094	TCAR Date	: 13-08-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: FORESTRY & AGRICULTURE SALES EXECUTIVE
Employee SN	: 00029259	Division	: C&F MKT & SLS
Employee Name	: YOGI MAULANA	Branch	: HEAD OFFICE
Employee Email	: YOGI.MAULANA@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	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
05-08-2021	Air	Jakarta - Balikpapan	1471122705880001	08117533082		VISIT PT IHM W/ PT TRIKARYA ABADI PRIMA
14-08-2021	Air	Balikpapan - Jakarta	1471122705880001	08117533082		TRAVEL BACK

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

Cash Detail

Cash Advanced Usage Date : 05-08-2021 to 14-08-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	LAUNDRY	IDR	1,000,000.00
Domestic Travel - Meals	MAKAN DAN MINUM	IDR	8,000,000.00
Domestic Travel - Public Transportation	TAXI, BANDARA - HOTEL (PP)	IDR	400,000.00

Total IDR : Rp 9,400,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00041933	IGNASIUS BUDISUSETYO	SUPERIOR	ignasius.budisusetyo@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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