TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20210805-0067	TCAR Date	: 12-08-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: FORAG SALES ACCOUNT MANAGEMENT
Employee SN	: 00002963	Division	: C&F MKT & SLS
Employee Name	: MUL BUDI MULIAWAN	Branch	: HEAD OFFICE
Employee Email	: MUL.MULIAWAN@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
12-08-2021	Air	Jakarta - Pekanbaru	1871062801710004	0811723962		Site Visit To Seikabaro
12-08-2021	Land	Pekanbaru - Labuhanbatu Utara				Site visit Seikabaro
14-08-2021	Land	Labuhanbatu - Pekanbaru				Back TO Office

Estimation REFUND from Travel Agent : IDR 200,000.00 *(The price excludes admin fees and taxes)*

Cash Detail

Cash Advanced Usage Date   : 12-08-2021 to 14-08-2021

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		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.