



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210820-0030	TCAR Date	: 20-08-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: RENTAL & USED EQUIPMENT
Employee SN	: 00029626	Division	: RUE
Employee Name	: IVANLIE	Branch	: HEAD OFFICE
Employee Email	: IVANLIE@TRAKINDO.CO.ID	Cost Center	: 10X5290FJ

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	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
22-08-2021	Air	Jakarta - Balikpapan				Business travel to represent the company to become witness at Kementrian Lingkungan Hidup hearing session for PT ENA's case
24-08-2021	Air	Balikpapan - Jakarta				Return home

Cash Detail

Cash Advanced Usage Date : 22-08-2021 to 24-08-2021

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	\$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00041924	DAVID FREDDYNANTO	SUPERIOR	david.freddynanto@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.