Trakindo CAT

TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20210826-0032	TCAR Date	: 03-09-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATIONAL TOOL & VEHICLE DEPLOYMENT
Employee SN	: 00005867	Division	: SVC EXCEL SUPP
Employee Name	: RAMA ARUNGLABI	Branch	: HEAD OFFICE
Employee Email	: RAMA.ARUNGLABI@TRAKINDO.CO.ID	Cost Center	: 10Z0260LV

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
30-08-2021	Air	Jakarta - Palembang	7324022104710001	08124178371		Commisioning Dyno test at Palembang
04-09-2021	Air	Palembang - Jakarta	7324022104710001	08124178371		back to jakarta after travel

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

Cash Detail

Cash Advanced Usage Date   : 30-08-2021 to 04-09-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meal during at Palembang	IDR	500,000.00
Domestic Travel - Public Transportation	Transportation during at Palembang	IDR	500,000.00
	Total IDR :		Rp 1,000,000.00
	Total USD :		$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00014144	ADITYO BAWONO	SUPERIOR	adityo.bawono@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.

correct information is as stated in the system.