



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210827-0062	TCAR Date	: 30-08-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: MEDIA RELATIONS & CSR COOP
Employee SN	: 00038095	Division	: COR COMM & CSR
Employee Name	: MARDIDWIARSO MUNARDI	Branch	: HEAD OFFICE
Employee Email	: MARDIDWIARSO.MUNARDI@TRAKINDO.CO .ID	Cost Center	: 10Z0299JH

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: Yes
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
02-09-2021	Land	Balikpapan - Samarinda				Beasiswa COOP 2021
02-09-2021	Air	Malang - Samarinda	3507241509020005	081227616026		Beasiswa COOP 2021
02-09-2021	Air	Malang - Samarinda	3507171610020001	082257177746		Beasiswa COOP 2021
02-09-2021	Air	Malang - Samarinda	3507252307020004	081336541919		Beasiswa COOP 2021
02-09-2021	Air	Malang - Samarinda	3507242810020001	085803058934		Beasiswa COOP 2021
01-09-2021	Air	lombok - Jakarta	5204081111020003	081237423168		Beasiswa COOP 2021
02-09-2021	Air	Jakarta - Samarinda	5204081111020003	081237423168		Beasiswa COOP 2021
02-09-2021	Air	Jakarta - Samarinda	1472011205030043	081266240210		Beasiswa COOP 2021
01-09-2021	Air	Dumai - Jakarta	1472024312020002	082387283992		Beasiswa COOP 2021
02-09-2021	Air	Jakarta - Samarinda	1472024312020002	082387283992		Beasiswa COOP 2021
01-09-2021	Air	lombok - Jakarta	5204230312020001	085338086310		Beasiswa COOP 2021
02-09-2021	Air	Jakarta - Samarinda	5204230312020001	085338086310		Beasiswa COOP 2021
01-09-2021	Air	Dumai - Jakarta	1472011205030043	081266240210		Beasiswa COOP 2021
02-09-2021	Air	Malang - Samarinda	3507252809020003	081335730728		Beasiswa COOP 2021
02-09-2021	Land	Balikpapan - Samarinda				Beasiswa COOP 2021

**Estimation REFUND from Travel Agent : IDR 8,245,500.00 (The price excludes admin fees and taxes)**

**Assuredness**

Employee Listed as Traveller : No Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Arba Candra Wijaya	3507171610020001	082257177746	SMKN 1 Singosari	SMKN 1 Singosari	Beasiswa COOP 2021
Sahrul Juliansyah	3507252307020004	081336541919	SMKN 1 Singosari	SMKN 1 Singosari	Beasiswa COOP 2021
Idkwan Nur Hadi	3507242810020001	085803058934	SMKN 1 Singosari	SMKN 1 Singosari	Beasiswa COOP 2021
Muhammad Rayhan Taufiqul Akmal	3507252809020003	081335730728	SMKN 1 Singosari	SMKN 1 Singosari	Beasiswa COOP 2021
Sultan Alamsyah	5204081111020003	085338086310	SMKN 2 Sumbawa	SMKN 2 Sumbawa	Beasiswa COOP 2021
Muhammad Alqadri	5204230312020001	085338086310	SMKN 2 Sumbawa	SMKN 2 Sumbawa	Beasiswa COOP 2021
Alya Nisrina	1472024312020002	082387283992	SMKN 2 Dumai	SMKN 2 Dumai	Beasiswa COOP 2021
Seni Farhansyah	1472011205030043	081266240210	SMKN 2 Dumai	SMKN 2 Dumai	Beasiswa COOP 2021
Awaluddin	9109011104030013	082238179465	SMKN 1 Mimika	SMKN 1 Mimika	Beasiswa COOP 2021
Imam Samuji	6471052904030004	081952704555	SMKN 1 Balikpapan	SMKN 1 Balikpapan	Beasiswa COOP 2021
Andhika Evril Bahary	6471044604030003	087878200951	SMKN 1 Balikpapan	SMKN 1 Balikpapan	Beasiswa COOP 2021
Rio Candra Dewantara	3507241509020005	081227616026	SMKN 1 Singosari	SMKN 1 Singosari	Beasiswa COOP 2021

**Cash Detail**

Cash Advanced Usage Date : 01-09-2021 to 02-09-2021

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

**Approval Matrix**

SN	Employee Name	Roles	Email	Status
00027857	CANDY N.D. SIHOMBING	SUPERIOR	candy.sihombing@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.