



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210903-0044	TCAR Date	: 08-09-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATIONAL FACILITY DEVELOPMENT
Employee SN	: 00048582	Division	: SVC EXCEL SUPP
Employee Name	: HANIF SUSWANTO	Branch	: HEAD OFFICE
Employee Email	: HANIF.SUSWANTO@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
06-09-2021	Air	Jakarta - Palembang				Testcomm Palembang Dyno
11-09-2021	Air	Palembang - Jakarta				Pulang usai Test Comm

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

## Cash Detail

Cash Advanced Usage Date : 06-09-2021 to 11-09-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Laundry 5 hari	IDR	200,000.00
Domestic Travel - Meals	Makan pagi 1 kali, makan siang 5 kali, makan malam 5 kali	IDR	1,100,000.00
Domestic Travel - Public Transportation	Transport Bandara - Trakindo - Hotel	IDR	600,000.00
Service - Pandemic Medical Check Up	2 kali PCR + 1 Antigen masuk Trakindo	IDR	1,600,000.00

Total IDR : Rp 3,500,000.00

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.

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