



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210906-0063	TCAR Date	: 13-09-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: APPLICATION ENGINEERING
Employee SN	: 00028327	Division	: MINING MKT&SLS
Employee Name	: IRFAN FIRDAUS	Branch	: HEAD OFFICE
Employee Email	: IRFAN.FIRDAUS@TRAKINDO.CO.ID	Cost Center	: 10Z0299MC

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
13-09-2021	Air	Jakarta - Samarinda	3175031609710006	08121182209		Site visit CK MHU, 14M observation
18-09-2021	Air	Balikpapan - Jakarta	3175031609710006	08121182209		Reschedule dari penerbangan Samarinda - Jakarta

Estimation COST from Travel Agent : IDR 55,000.00 *(The price excludes admin fees and taxes)*

Cash Detail

Cash Advanced Usage Date : 13-09-2021 to 18-09-2021

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00034521	KISWANTO	SUPERIOR	kiswanto@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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