



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20211001-0126	TCAR Date	: 06-10-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: LEGAL
Employee SN	: 00038505	Division	: LEGAL
Employee Name	: HIFNI AZAN	Branch	: HEAD OFFICE
Employee Email	: HIFNI.AZAN@TRAKINDO.CO.ID	Cost Center	: 10Z0299LL

## 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
04-10-2021	Air	Jakarta - Jambi	33720119906880002	08119867106		Pendampingan Saksi di Polres Sarolangun
07-10-2021	Land	Jambi - Pekanbaru				Pendampingan saksi ke KPK (polda riau)
09-10-2021	Air	Pekanbaru - Jakarta	337201190688002	+628119867106		Pendampingan saksi ke KPK (polda riau)

**Estimation REFUND from Travel Agent : IDR 400,000.00 (The price excludes admin fees and taxes)**

## Cash Detail

Cash Advanced Usage Date : 04-10-2021 to 09-10-2021

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
00015822	HILMAN K NURAKHMAN	SUPERIOR	hilman.nurakhman@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.