TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20211002-0021	TCAR Date	: 18-10-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: ACCOUNT MANAGEMENT COAL MINING
Employee SN	: 00015817	Division	: MINING MKT&SLS
Employee Name	: MARIO DILANO RAIS	Branch	: HEAD OFFICE
Employee Email	: MARIO.RAIS@TRAKINDO.CO.ID	Cost Center	: 10Z0210FC

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	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
10-10-2021	Air	Jakarta - Banjarmasin	8271031501850001	08114315185		777 Study CK BMB - Tapin
19-10-2021	Air	Banjarmasin - Jakarta	8271031501850001	08114315185		Travel BAck

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

Cash Detail

Cash Advanced Usage Date : 10-10-2021 to 19-10-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Laundry	IDR	200,000.00
Domestic Travel - Meals	Meal	IDR	1,500,000.00

Total IDR : Rp 1,700,000.00

Total USD : $ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003401	EDI FERDIANA	SUPERIOR	eferdian@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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