



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20211004-0018	TCAR Date	: 10-10-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATOR TRAINER
Employee SN	: 00004762	Division	: MINING MKT&SLS
Employee Name	: NURUL YAKIN	Branch	: HEAD OFFICE
Employee Email	: NURUL.YAKIN@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	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
05-10-2021	Air	Jakarta - Banjarmasin	3175101601770 006	081185152 94		Operator Training for Riung Mitra Lestari, Site MUTU
14-10-2021	Land	MUARA TEWEH - Banjarmasin				PCR Test & Back to home
16-10-2021	Air	Banjarmasin - Jakarta	3175101601770 006	081185152 94		Back to home
05-10-2021	Land	Banjarmasin - Tanjung Adaro				Transit for prepare & PCR Test
09-10-2021	Land	Tanjung Adaro - MUARA TEWEH				Operator Training PT AUSTRAL BYNA & PT IMR

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

## Cash Detail

Cash Advanced Usage Date : 05-10-2021 to 16-10-2021

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		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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