



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20211007-0041	TCAR Date	: 20-10-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: APPLICATION OPERATION
Employee SN	: 00009821	Division	: MINING CS
Employee Name	: M.REZA RIZKI BATUBARA	Branch	: HEAD OFFICE
Employee Email	: MOH.BATUBARA@TRAKINDO.CO.ID	Cost Center	: 10Z0230HQ

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
17-10-2021	Air	Jakarta - Palembang	3175012012810007	081803648704	10F6370HM	SAT PT.SBS Muara Enim
22-10-2021	Air	Palembang - Jakarta	3175012012810007	081803648704	10F6370HM	Investigate 777E Frame Crack

Estimation COST from Travel Agent : IDR 540,000.00 *(The price excludes admin fees and taxes)*

Cash Detail

Cash Advanced Usage Date : 17-10-2021 to 22-10-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	travel and meals (17 October - 27 October 2021)	IDR	2,500,000.00

Total IDR : Rp 2,500,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00010146	AHWAN TSAURI	SUPERIOR	ahwan.tsauri@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.