TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20211019-0073	TCAR Date	: 25-10-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: MINING MARKETING & SALES
Employee SN	: 10000547	Division	: MINING MKT&SLS
Employee Name	: MARTIN JOHN WILLIAMS	Branch	: HEAD OFFICE
Employee Email	: MARTIN.WILLIAMS@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	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
08-11-2021	Air	Jakarta - Balikpapan				Business Trip
11-11-2021	Air	Balikpapan - Jakarta				Return from Balikpapan
14-11-2021	Air	Jakarta - Banjarmasin				Business Trip
17-11-2021	Air	Banjarmasin - Jakarta				Return form Banjarmasin

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

Cash Detail

Cash Advanced Usage Date : 08-11-2021 to 17-11-2021

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00012414	SIMON W LAWTON	SUPERIOR	simon.lawton@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	WAITING FOR APPROVAL

File Attachment

Created Date	Created Name	File Name
10/19/2021 1:33:16 PM	SIMON W LAWTON	Email_Jkt-Bjm_Jkt-21.10.2021.JPG

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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