



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20211117-0047	TCAR Date	: 17-11-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: EMPLOYEE SERVICES
Employee SN	: 00048344	Division	: HUMAN CAPITAL
Employee Name	: ANNAJM ARRADITA ANDHI AJENG	Branch	: HEAD OFFICE
Employee Email	: ANNAJM.AJENG@TRAKINDO.CO.ID	Cost Center	: 10Z0299JB

## TCAR Detail

Purpose of Travel	: Recruitment Candidate	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
21-11-2021	Air	Jakarta - Yogyakarta	31751042079610 04	08119010620		Serviceman recruitmen roadshow
28-11-2021	Air	Yogyakarta - Jakarta	31751042079610 04	08119010620		Serviceman recruitment roadshow

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

## Cash Detail

Cash Advanced Usage Date : 21-11-2021 to 28-11-2021

Expense Type	Description	Currency	Cash Requested
--------------	-------------	----------	----------------

Total IDR : Rp 0.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00003469	RINI MARDIATI	SUPERIOR	rmardiat@trakindo.co.id	APPROVED
00040569	GEMILANG ADI PERDANA	SUPERIOR	gemilang.perdana@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.