



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20211123-0088	TCAR Date	: 29-11-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: EXECUTIVE TRAINEE
Employee SN	: 00041340	Division	: HUMAN CAPITAL
Employee Name	: PIJAR RAMANDA MELIALA	Branch	: HEAD OFFICE
Employee Email	: PIJAR.MELIALA@TRAKINDO.CO.ID	Cost Center	: 10Z0299JM

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
02-12-2021	Air	Jakarta - Medan	157107211092000 1	082126601154		OJT Executive Trainee
12-12-2021	Air	Medan - Jakarta	157107211092000 1	082126601154		Reschedule OJT Going Back

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

Cash Detail

Cash Advanced Usage Date : 02-12-2021 to 12-12-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	OJT Executive Trainee Laundry	IDR	500,000.00
Domestic Travel - Meals	OJT Executive Trainee Meals	IDR	1,500,000.00
Domestic Travel - Public Transportation	OJT Executive Trainee Transportation	IDR	1,000,000.00

Total IDR : Rp 3,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00025474	SHEILA HARAYANI KANSIL	SUPERIOR	sheila.kansil@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.

This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.