TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20211209-0051	TCAR Date	: 28-12-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: MARINE SALES EXECUTIVE
Employee SN	: 10000504	Division	: POWER SYSTEMS
Employee Name	: NATYA AN NUUR BESTARI	Branch	: HEAD OFFICE
Employee Email	: NATYA.A.N.BESTARI@TRAKINDO.CO.ID	Cost Center	: 10K0220FZ

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
11-12-2021	Air	Jakarta - Surabaya	3578056012940001	082175524769		Delivery KBRS #2 dan Sea Trail KBRS #1
26-12-2021	Air	Jakarta - Surabaya	3578056012940001	082175524769		back to office

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

Cash Detail

Cash Advanced Usage Date   : 11-12-2021 to 26-12-2021

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	Untuk biaya sea trial dan peralatan pendukung sea trial KBRS #1	IDR	6,000,000.00
	Total IDR :		Rp 6,000,000.00
	Total USD :		$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00006659	ENDRO BAWONO	SUPERIOR	endro.bawono@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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