



# TRAVEL & CASH ADVANCE REQUEST



|                |                               |             |                          |
|----------------|-------------------------------|-------------|--------------------------|
| TCAR NO        | : TC-20211217-0020            | TCAR Date   | : 25-12-2021             |
| TCAR Status    | : APPROVED BY SUPERIOR        | Department  | : PRODUCTIVITY SOLUTIONS |
| Employee SN    | : 00010146                    | Division    | : MINING CS              |
| Employee Name  | : AHWAN TSAURI                | Branch      | : HEAD OFFICE            |
| Employee Email | : AHWAN.TSAURI@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                                       |
|------------|------------------|----------------------|------------------|--------------|-------------|---|
| 22-12-2021 | Air              | Jakarta - Balikpapan | 5271051412780002 | 08111467648  |             | Calibrate Weight Scale                            |
| 27-12-2021 | Air              | Balikpapan - Jakarta | 5271051412780002 | 08111467648  | 10Z0299MC   | Project extended, need 1 day more for calibration |

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

## Cash Detail

Cash Advanced Usage Date : 22-12-2021 to 27-12-2021

| Expense Type                            | Description                           | Currency | Cash Requested |
|---|---------------------------------------|----------|----------------|
| Domestic Travel - Laundry               | Laundry                               | IDR      | 250,000.00     |
| Domestic Travel - Meals                 | Meals                                 | IDR      | 1,500,000.00   |
| Domestic Travel - Public Transportation | Public Transport Airport-Hotel-Office | IDR      | 250,000.00     |

Total IDR : Rp 2,000,000.00

Total USD : \$ 0.00

## Approval Matrix

| SN       | Employee Name    | Roles    | Email                        | Status               |
|----------|------------------|----------|------------------------------|----------------------|
| 00039062 | FABIAN SCHULZ    | SUPERIOR | fabian.schulz@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.*