



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20211227-0093	TCAR Date	: 07-01-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: APPLICATION OPERATION
Employee SN	: 00004081	Division	: MINING CS
Employee Name	: IRMAWANTO	Branch	: HEAD OFFICE
Employee Email	: IRMAWANTO@TRAKINDO.CO.ID	Cost Center	: 10Z0230HQ

TCAR Detail

Purpose of Travel	: Leave Request	Travel with Assuredness	: Yes
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
29-12-2021	Air	Jakarta - Surabaya	5271012204750003	081237373031		Annual Leave with Assuredness
15-01-2022	Air	Surabaya - Jakarta	5271012204750003	081237373031		Return from Annual Leave 2021 with assuredness

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

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Non - Business

Name	KTP	Phone Number	Relationship	Description
Niken Diah Wuryanti	5271015004740002	081915936790	Spouse	Annual Leave
Naufal Wahyu Ananto	5271011803020001	081917948660	Child	Annual Leave
Rafiidah Ayudiah Rizquita	5271014203050003	085892067957	Child	Annual Leave
Maritza Aqilah Rahmadhita	5271014601130001	-	Child	Annual Leave

Cash Detail

Cash Advanced Usage Date : 29-12-2021 to 15-01-2022

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003469	RINI MARDIATI	HUMAN CAPITAL	rmardiat@trakindo.co.id	APPROVED

00010146	AHWAN TSAURI	SUPERIOR	ahwan.tsauri@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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