



TRAVEL & CASH ADVANCE REQUEST



| | | | |
|----------------|----------------------------------|-------------|---------------------|
| TCAR NO | : TC-20220106-0101 | TCAR Date | : 09-01-2022 |
| TCAR Status | : APPROVED BY SUPERIOR | Department | : EXECUTIVE TRAINEE |
| Employee SN | : 00030372 | Division | : HUMAN CAPITAL |
| Employee Name | : CANDRA JULIAWAN | Branch | : HEAD OFFICE |
| Employee Email | : CANDRA.JULIAWAN@TRAKINDO.CO.ID | Cost Center | : 10Z0299JM |

TCAR Detail

| | | | |
|---------------------------|-----------------|-------------------------|------|
| Purpose of Travel | : Leave Request | 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 |
|------------|------------------|------------------------|------------------|--------------|-------------|---|
| 22-01-2022 | Air | Pekanbaru - Balikpapan | 6472040407880004 | 08115969248 | | Perjalanan cuti tahunan 2021 dari tempat OJT pekanbaru ke Rumah |
| 06-02-2022 | Air | Samarinda - Pekanbaru | 6472040407880004 | 08115969248 | | Perjalanan dari cuti tahunan 2021 dari rumah ke tempat OJT |

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

Cash Detail

Cash Advanced Usage Date : 22-01-2022 to 06-02-2022

| 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 | HUMAN CAPITAL | rmardiat@trakindo.co.id | APPROVED |
| 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.

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