



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220125-0082	TCAR Date	: 23-03-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: TECHNOLOGY MINESTAR SUPPORT
Employee SN	: 10000969	Division	: MINING CS
Employee Name	: SIMON TRI ANGGONO	Branch	: HEAD OFFICE
Employee Email	: SIMON.T.ANGGONO@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	: T2201DA07620	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
07-03-2022	Air	Jakarta - Banjarmasin	1801100905940 006	0858869958 35		Site visit to Tanjung Adaro - Buma Tutupan Site (Minestar Fleet Installation project)
27-03-2022	Air	Banjarmasin - Jakarta	1801100905940 006	0858869958 35		Minestar Instalation Project Adaro-BUMA

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

Cash Detail

Cash Advanced Usage Date : 07-03-2022 to 27-03-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Minestar installation accommodation	IDR	2,000,000.00

Total IDR : Rp 2,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
10000125	JOSHUA MICHAEL STAGG	SUPERIOR	joshua.stagg@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.