TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20220126-0068	TCAR Date	: 31-01-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: EXECUTIVE TRAINEE
Employee SN	: 00039477	Division	: HUMAN CAPITAL
Employee Name	: I GUSTI AGUNG PUTRA JAYA	Branch	: HEAD OFFICE
Employee Email	: I.JAYA@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
29-01-2022	Air	Tarakan - Jakarta	3276062301860002	08118156907		Annual Leave to Jakarta

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

Cash Detail

Cash Advanced Usage Date : 29-01-2022 to 29-01-2022

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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