



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220218-0024	TCAR Date	: 25-02-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: EXECUTIVE TRAINEE
Employee SN	: 00025743	Division	: HUMAN CAPITAL
Employee Name	: JEFFRY RANGGA WINATA	Branch	: HEAD OFFICE
Employee Email	: JEFFRY.WINATA@TRAKINDO.CO.ID	Cost Center	: 10Z0299JM

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE06817	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
03-03-2022	Air	Sorong - Balikpapan	3509082901840002	085234798942		Bisnis trip. Sesuai arahan dari T & D HO.
12-03-2022	Air	Balikpapan - Sorong	3509082901840002	085234798942		Kembali ke cabang Sorong untuk OJT

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

Cash Detail

Cash Advanced Usage Date : 03-03-2022 to 12-03-2022

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
00025264	CHRISTIANTI FRISKA ANGELIANT	SUPERIOR	christianti.f.angeliant@trakindo.co.id	APPROVED
00025474	SHEILA HARAYANI KANSIL	SUPERIOR	sheila.kansil@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	WAITING FOR APPROVAL

File Attachment

Created Date	Created Name	File Name
2/18/2022 10:52:52 AM	JEFFRY RANGGA WINATA	Training.png

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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