



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220223-0005	TCAR Date	: 16-03-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATOR TRAINER
Employee SN	: 00004762	Division	: MINING MKT&SLS
Employee Name	: NURUL YAKIN	Branch	: HEAD OFFICE
Employee Email	: NURUL.YAKIN@TRAKINDO.CO.ID	Cost Center	: 10Z0210FC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DA08061	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
27-02-2022	Air	Jakarta - Banjarmasin	317510160177006	08118515294		Operator Training PT RML, Ampah & Customer Muara Teweh
28-02-2022	Land	Banjarmasin - Tanjung Adaro				PCR TEST DI RSPT
01-03-2022	Land	Tanjung Adaro - Barito Timur				TRAVEL TO AMPAH
02-03-2022	Land	Barito Timur - Banjarmasin				KARANTINA COVID 19 DI HOTEL FAVE BANJARMASIN
13-03-2022	Land	Banjarmasin - Tanjung Adaro				PCR TEST DI RSPT
15-03-2022	Land	Tanjung Adaro - Banjarmasin				BACK TO BANJARMASIN FOR PCR TEST AT CIPUTRA HOSPITAL
17-03-2022	Air	Banjarmasin - Jakarta	317510160177006	08118515294		BACK TO HOME

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

Cash Detail

Cash Advanced Usage Date : 27-02-2022 to 17-03-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	12 hari hotel di Ampah x 400rb = 4 jt 800rb	IDR	4,800,000.00
Domestic Travel - Laundry	27 hari laundry	IDR	400,000.00
Domestic Travel - Meals	27 hari x 150rb x 2 (luch & dinner) saat travel = 8jt 100rb	IDR	8,100,000.00
Domestic Travel - Public Transportation	Taksi Bandara Banjarmasin - Hotel PP.	IDR	400,000.00

Total IDR : Rp 13,700,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003401	EDI FERDIANA	SUPERIOR	eferdian@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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