



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220225-0029	TCAR Date	: 28-03-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: EXECUTIVE TRAINEE
Employee SN	: 00025112	Division	: HR
Employee Name	: SALMANUL FARIZ	Branch	: HEAD OFFICE
Employee Email	: SALMANUL.FARIZ@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	: T2201DE06833	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
03-03-2022	Air	Manado - Jakarta	1374010806870001	0811708778		OJT
03-03-2022	Air	Jakarta - Padang	1374010806870001	0811708778		OJT
31-03-2022	Air	Padang - Jakarta	1374010806870001	0811708778		OJT
31-03-2022	Air	Jakarta - Makassar	1374010806870001	0811708778		OJT
02-04-2022	Air	Makassar - Manado	1374010806870001	0811708778		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 02-04-2022

Expense Type	Description	Currency	Cash Requested
		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

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.

correct information is as stated in the system.