



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220317-0078	TCAR Date	: 28-03-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCT
Employee SN	: 00013678	Division	: MINING MKT&SLS
Employee Name	: ASWIN ACHMADI	Branch	: HEAD OFFICE
Employee Email	: ASWIN.ACHMADI@TRAKINDO.CO.ID	Cost Center	: 10Z0299MC

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DA08517	Internal Order Name	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
21-03-2022	Air	Jakarta - Samarinda	3275033103810013	08118967900		Production study at AMM site
29-03-2022	Air	Samarinda - Jakarta	3275033103810013	08118967900		back to home after site visit

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

## Cash Detail

Cash Advanced Usage Date : 21-03-2022 to 29-03-2022

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
00034521	KISWANTO	SUPERIOR	kiswanto@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.

*This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.*