



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220321-0070	TCAR Date	: 07-04-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: FORAG SALES ACCOUNT MANAGEMENT
Employee SN	: 00041933	Division	: C&F MKT & SLS
Employee Name	: IGNASIUS BUDISUSETYO	Branch	: HEAD OFFICE
Employee Email	: IGNASIUS.BUDISUSETYO@TRAKINDO.CO.ID	Cost Center	: 10Z0210FA

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE06687	Internal Order Name	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
23-03-2022	Land	Samarinda - Balikpapan				Trip to Jakarta for Construction & ForAg 320's meeting
23-03-2022	Air	Balikpapan - Jakarta	367403030571004	08119867696		Construction & ForAg 320's Discussion
24-03-2022	Air	Jakarta - Waingapu	367403030571004	08119867696		Visit Djarum HPI - PT Muria Sumba Manis, CVA meeting. Join visit w/ Pak Hendra Suryana (Region Manager East Java), Septa Pudiawan (Kepala Cabang Kupang).
26-03-2022	Air	Waingapu - Jakarta	367403030571004	08119867696		Back to Jakarta, closing PI March, visit customer (HPI, SNS, Lonsum, Ciliandry, Union Sampoerna). Follow up GOH Bangkitgiat Usama Mandiri (BUM).
08-04-2022	Air	Jakarta - Balikpapan	367403030571004	08119867696		Reschedule ke 13-April-2022
13-04-2022	Air	Jakarta - Balikpapan	367403030571	08119867696		Back to Samarinda

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

Cash Detail

Cash Advanced Usage Date : 23-03-2022 to 13-04-2022

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
00003392	ARIF PRAWIRA	SUPERIOR	aprawira@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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