



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220326-0008	TCAR Date	: 05-04-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATOR TRAINER
Employee SN	: 00024554	Division	: MINING MKT&SLS
Employee Name	: PUTUT EKO SURYANTORO	Branch	: HEAD OFFICE
Employee Email	: PUTUT.SURYANTORO@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	: T2201DA08678	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
28-03-2022	Land	Lahat - Muara Enim				Memberi training PT PPA 6015 site Tanjung enim
31-03-2022	Land	Muara Enim - Lahat				Memberi training PT WBK D10T site lahat
04-04-2022	Land	Muara Enim - Lahat				Mentraining 14M PTRifansi dwi putra
06-04-2022	Land	Muara Enim - Palembang				Kembali dari site enim
09-04-2022	Land	Muara Enim - Palembang				Travel ke Palembang
10-04-2022	Air	Palembang - Jakarta	3201032404810007	08111043946		Travel back jakarta

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

Cash Detail

Cash Advanced Usage Date : 28-03-2022 to 10-04-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Car Rent	Rent car for travel enim to Palembang	IDR	500,000.00
Domestic Travel - Laundry	Loundry selama di support WBK dan PPA	IDR	500,000.00
Power System Project - Meals	Makan Malam selama support site muara enim	IDR	1,000,000.00

Total IDR : Rp 2,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003401	EDI FERDIANA	SUPERIOR	eferdian@trakindo.co.id	APPROVED

00	Office Operation	00	-	WAITING FOR APPROVAL
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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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