



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220401-0031	TCAR Date	: 19-04-2022
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	: T2201DA09163	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
06-04-2022	Air	Jakarta - Banjarmasin	3175101601770 006	0811851529 4		Operator Training Muara Teweh
06-04-2022	Land	Banjarmasin - MUARA TEWEH	3175101601770 006	0811851529 4		Operator Training Customer Muara Teweh
21-04-2022	Air	Banjarmasin - Jakarta	3175101601770 006	0811851529 4		back to home
13-04-2022	Land	MUARA TEWEH - Murung Raya				Operator Training PT BP Site Bua
19-04-2022	Land	Murung Raya - Banjarmasin				back travel to Banjarmasin

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

## Cash Detail

Cash Advanced Usage Date : 06-04-2022 to 21-04-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	Penginapan di Benao 2 malam + Murung Raya 7 malam, 9 x Rp. 400 rb = Rp. 3 juta 600 rb	IDR	3,600,000.00
Domestic Travel - Laundry	Laundry saat travel	IDR	300,000.00
Domestic Travel - Meals	16 hari makan malam x Rp.150 rb = Rp. 2 Juta 400 rb	IDR	2,400,000.00
Domestic Travel - Public Transportation	taksi dari hotel to bandara Banjarmasin	IDR	300,000.00

Total IDR : Rp 6,600,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
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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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