



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220411-0031	TCAR Date	: 13-04-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: INTERNAL AUDIT
Employee SN	: 00021515	Division	: INTERNAL AUDIT
Employee Name	: ACHMAD AUDY	Branch	: HEAD OFFICE
Employee Email	: ACHMAD.AUDY@TRAKINDO.CO.ID	Cost Center	: 10Z0299KI

TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: Yes
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
30-04-2022	Air	Jakarta - Banjarmasin	1606012303860001	08117841003		
30-04-2022	Air	Jakarta - Banjarmasin	3174045210880006	081218573606		
30-04-2022	Air	Jakarta - Banjarmasin	1671150110140004			
30-04-2022	Air	Jakarta - Banjarmasin	1671156511190003			
09-05-2022	Air	Banjarmasin - Jakarta	1606012303860001	08117841003		
09-05-2022	Air	Banjarmasin - Jakarta	3174045210880006	081218573606		
09-05-2022	Air	Banjarmasin - Jakarta	1671150110140004			
09-05-2022	Air	Banjarmasin - Jakarta	1671156511190003			

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

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Non - Business

Name	KTP	Phone Number	Relationship	Description
Andi Mirza Irsalina	3174045210880006	081218573606	Spouse	Mrs
Muhammad Mazra Adyza	1671150110140004		Child	7,5 Years Old (Mr)
Rana Humaira Adyza	1671156511190003		Child	2,5 Years Old (Ms)

Cash Detail

Cash Advanced Usage Date : 30-04-2022 to 09-05-2022

Expense Type	Description	Currency	Cash Requested
--------------	-------------	----------	----------------

Total IDR : Rp 0.00
 Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00020278	ZULFIADI	HUMAN CAPITAL	zulfiadi.susanto@trakindo.co.id	APPROVED
00040222	YANUAR EKO PUTRANTO	SUPERIOR	yanuar.putranto@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.