



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220425-0102	TCAR Date	: 08-06-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCT ENGINEER
Employee SN	: 00020207	Division	: MINING MKT&SLS
Employee Name	: SEPRIN ASANG PANANDA	Branch	: HEAD OFFICE
Employee Email	: SEPRIN.PANANDA@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	: T2201DA09703	Internal Order Name	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
16-05-2022	Air	Makassar - Balikpapan	630906130984000 1	081144300420		ComDoz Project at KPC
17-05-2022	Land	Balikpapan - Sangatta	630906130984000 1	081144300420		ComDoz Project at KPC
15-06-2022	Land	Sangatta - Balikpapan	630906130984000 1	081144300420		ComDoz Project at KPC
14-06-2022	Air	Balikpapan - Jakarta	630906130984000 1	081144300420		ComDoz Project at KPC

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

Cash Detail

Cash Advanced Usage Date : 16-05-2022 to 15-06-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry		IDR	500,000.00
Domestic Travel - Meals		IDR	5,000,000.00

Total IDR : Rp 5,500,000.00

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.

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