



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220509-0073	TCAR Date	: 13-05-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: APPLICATION ENGINEERING
Employee SN	: 00050074	Division	: C&F MKT & SLS
Employee Name	: FAIZAL KEVIN FEBRIAN	Branch	: HEAD OFFICE
Employee Email	: FAIZAL.FEBRIAN@TRAKINDO.CO.ID	Cost Center	: 10Z0299MF

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DA09797	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
11-05-2022	Air	Jakarta - MUARA TEWEH	3175091902880001	08111700190		Seismic test PT.GBM , customer PT. Tata Bara Utama
19-05-2022	Air	MUARA TEWEH - Jakarta	3175091902880001	08111700190		pulang dari study

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

Cash Detail

Cash Advanced Usage Date : 11-05-2022 to 19-05-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meals for 6 days	IDR	2,500,000.00

Total IDR : Rp 2,500,000.00

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.