



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220517-0100	TCAR Date	: 21-05-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: INFRASTRUCTURE SERVICES SOLUTION
Employee SN	: 10000293	Division	: D&IT
Employee Name	: RISKY AGRI SYAFINDRA	Branch	: HEAD OFFICE
Employee Email	: RISKY.A.SYAFINDRA@TRAKINDO.CO.ID	Cost Center	: 10Z0299KC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DA09974	Internal Order Name	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
23-05-2022	Air	Jakarta - Banjarmasin	3578111508880001	08119245698		Infra for Minestar Project CK-FMS
23-05-2022	Land	Banjarmasin - Hulu Sungai Selatan	3578111508880001	08119245698		Infra for Minestar Project CK-FMS
24-05-2022	Land	Hulu Sungai Selatan - Hulu Sungai Selatan	3578111508880001	08119245698		Infra for Minestar Project CK-FMS
25-05-2022	Land	Hulu Sungai Selatan - Hulu Sungai Selatan	3578111508880001	08119245698		Infra for Minestar Project CK-FMS
26-05-2022	Air	Banjarmasin - Jakarta	3578111508880001	08119245698		Infra for Minestar Project CK-FMS

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

Cash Detail

Cash Advanced Usage Date : 23-05-2022 to 26-05-2022

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
10000289	FIRMAN SWORO	SUPERIOR	firman.sworo@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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