



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220527-0086	TCAR Date	: 28-05-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: TECHNICAL SUPPORT
Employee SN	: 10001205	Division	: C&F MKT & SLS
Employee Name	: TOMMI PETTERI JOKINEN	Branch	: HEAD OFFICE
Employee Email	: TOMMI.P.JOKINEN@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	: T2201DA09959	Internal Order Name	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
03-06-2022	Air	Balikpapan - Jakarta		081119368744		01-03.06.2022 : Meeting at Balikpapan
30-05-2022	Air	Jakarta - Balikpapan				Change route to Balikpapan due to unavailable for direct flight to Samarinda

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

Cash Detail

Cash Advanced Usage Date : 30-05-2022 to 03-06-2022

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
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.

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