



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220602-0099	TCAR Date	: 09-06-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: ENGINE TECHNICAL COMMUNICATOR
Employee SN	: 00048373	Division	: SVC EXCEL SUPP
Employee Name	: ADI OSIS NUGROHO	Branch	: HEAD OFFICE
Employee Email	: ADI.O.NUGROHO@TRAKINDO.CO.ID	Cost Center	: 10Z0260LQ

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DA10405	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
06-06-2022	Air	Jakarta - Kendari	3674051605950005	08119245691		Special support C32 cyl. pack trial assessment at Pak Asiong vessel
10-06-2022	Air	Kendari - Jakarta	3674051605950005	089601856246		Special support C32 cyl. pack trial assessment at Pak Asiong vessel

## Cash Detail

Cash Advanced Usage Date : 06-06-2022 to 10-06-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Laundry	IDR	500,000.00
Domestic Travel - Meals	Special support C32 cyl. pack trial assessment at Pak Asiong vessel	IDR	1,000,000.00
Domestic Travel - Public Transportation	Airport - Hotel Hotel - Airport	IDR	500,000.00

Total IDR : Rp 2,000,000.00  
Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00003897	ASWIN HENDARKO	SUPERIOR	ahendarko@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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