TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20220602-0103	TCAR Date	: 02-06-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: SERVICE ADVISOR
Employee SN	: 00005725	Division	: POWER SYSTEMS
Employee Name	: IMAN SUMARTONO	Branch	: HEAD OFFICE
Employee Email	: IMAN.SUMARTONO@TRAKINDO.CO.ID	Cost Center	: 10K0230HN

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DA10371	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
02-06-2022	Air	Batam - Banggai	2171091307839001	+628127028746	10B4760HA	PT BELIBIS PAPUA MANDIRI
30-06-2022	Air	Banggai - Batam			10B4760HA	PT BELIBIS PUTRA MANDIRI

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

Cash Detail

Cash Advanced Usage Date : 02-06-2022 to 30-06-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	PT BELIBIS PAPUA MANDIRI	IDR	5,000,000.00
		Total IDR :	Rp 5,000,000.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003145	MUHAMMAD SALEH	SUPERIOR	muhammad.saleh@trakindo.co.id	APPROVED
00002920	SONY DJUHANSYAH	SUPERIOR	sdjuhans@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.