



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220603-0101	TCAR Date	: 12-06-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCTIVITY SOLUTIONS
Employee SN	: 00008636	Division	: MINING CS
Employee Name	: ARIES WIDODO	Branch	: HEAD OFFICE
Employee Email	: ARIES.WIDODO@TRAKINDO.CO.ID	Cost Center	: 10Z0230HQ

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DA10414	Internal Order Name	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
05-06-2022	Air	Jakarta - Balikpapan	6471021102780001	08125382170		SAT PT.Thiess-TSA Melak, Kutai-Barat.
05-06-2022	Land	Balikpapan - Kutai Barat	6471021102780001	08125382170		SAT PT.Thiess-TSA, Melak, Kutai Barat.
11-06-2022	Air	Balikpapan - Jakarta	6471021102780001	08125382170		Travel back after SAT PT.Thiess-TSA Melak, Kutai Barat.
11-06-2022	Land	Kutai Barat - Balikpapan				Travel back

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

## Cash Detail

Cash Advanced Usage Date : 05-06-2022 to 11-06-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Car Rent	Car rent Melak-Balikpapan	IDR	2,000,000.00
Domestic Travel - Meals	Meals for 8 days.	IDR	1,000,000.00

Total IDR : Rp 3,000,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00010146	AHWAN TSAURI	SUPERIOR	ahwan.tsauri@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.

---

*This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.*