



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220606-0163	TCAR Date	: 28-07-2022
TCAR Status	: APPROVED BY OO	Department	: DESIGN ENGINEERING
Employee SN	: 10000550	Division	: POWER SYSTEMS
Employee Name	: YUSUF RIZAL SASONGKO	Branch	: HEAD OFFICE
Employee Email	: YUSUF.R.SASONGKO@TRAKINDO.CO.ID	Cost Center	: 10K0220FE

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DA10524	Internal Order Name	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
01-08-2022	Air	Jakarta - Surabaya	351709071195002	08111560686		L2 Sea trial with TNI AL - KRI WSH 991
10-08-2022	Air	Surabaya - Jakarta	351709071195002	08111560686		travel back

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

Cash Detail

Cash Advanced Usage Date : 01-08-2022 to 10-08-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	laundry for 6 days	IDR	600,000.00
Domestic Travel - Laundry	laundry for 4 days	IDR	400,000.00
Domestic Travel - Meals	meals for 6 days (luch and dinner)	IDR	2,100,000.00
Domestic Travel - Meals	meals for 4 days (2x per days)	IDR	1,400,000.00
Domestic Travel - Public Transportation	taxi from hotel to site for 6 days	IDR	1,800,000.00
Domestic Travel - Public Transportation	taxi from hotel to site for 4 days (300k per day)	IDR	1,200,000.00

Total IDR : Rp 7,500,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00006743	JOKO SUSILO	SUPERIOR	joko.susilo@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	APPROVED
AP	FINANCE AP	AP	-	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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