TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20220608-0035	TCAR Date	: 15-06-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: MACHINE TECHNICAL COMMUNICATOR
Employee SN	: 00003776	Division	: SVC EXCEL SUPP
Employee Name	: MOHAMMAD ROSENO	Branch	: HEAD OFFICE
Employee Email	: MOHAMMAD.ROSENO@TRAKINDO.CO.ID	Cost Center	: 10Z0260LR

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE06892	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
13-06-2022	Land	Balikpapan - Samarinda				Site visit to BUMA IBP
17-06-2022	Air	Balikpapan - Banjarmasin	6408042805810002	08135050910		Site visit to BUMA SDJ
19-06-2022	Air	Banjarmasin - Balikpapan	6408042805810002	081350510910		Travel back to Balikpapan

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

Cash Detail

Cash Advanced Usage Date   : 13-06-2022 to 19-06-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals		IDR	1,500,000.00
		Total IDR :	Rp 1,500,000.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00012983	CANDRA PUROWENANG	SUPERIOR	candra.purowenang@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.