



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220620-0081	TCAR Date	: 29-07-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: PS DATA ANALYTIC
Employee SN	: 00019911	Division	: MKT & SLS SUPP
Employee Name	: DETY PURNAMASARI	Branch	: HEAD OFFICE
Employee Email	: DETY.PURNAMASARI@TRAKINDO.CO.ID	Cost Center	: 10Z0299FX

TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: Yes
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
09-07-2022	Air	Jakarta - Balikpapan	6471056307860002	08111593786		Annual Leave
29-01-2023	Air	Balikpapan - Jakarta	6471056307860002	08111593786		Back from POH

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

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Non - Business

Name	KTP	Phone Number	Relationship	Description
Arief Hilman Sulaiman	3273051705720001	08111597572	Spouse	Annual Leave

Cash Detail

Cash Advanced Usage Date : 09-07-2022 to 29-01-2023

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00020278	ZULFIADI	HUMAN CAPITAL	zulfiadi.susanto@trakindo.co.id	APPROVED
00013132	ANDY MUHAMMAD HAKIM	SUPERIOR	andy.hakim@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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