



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220620-0134	TCAR Date	: 27-06-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: EXECUTIVE TRAINEE
Employee SN	: 00019639	Division	: HR
Employee Name	: ADI YUDHO LESTANTO	Branch	: HEAD OFFICE
Employee Email	: ADI.LESTANTO@TRAKINDO.CO.ID	Cost Center	: 10Z0299JM

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE06837	Internal Order Name	:
Hotel Reservation Purpose	: 7000001405 - Overhead Training MDP Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
02-07-2022	Land	Cirebon - Jakarta	6471052910820009	08115184506		OJT Site to Weda
02-07-2022	Air	Jakarta - Makassar	6471052910820009	08115184506		OJT Site to Weda
05-07-2022	Air	Makassar - Manado	6471052910820009	08115184506		OJT Site to Weda
07-07-2022	Air	Manado - Ternate	6471052910820009	08115184506		OJT Site to Weda (Manado-Ternate)
07-07-2022	Sea	Ternate - Halmahera Tengah				OJT Site to Weda (Ternate-Loleo)
07-07-2022	Land	Halmahera Tengah - Halmahera Tengah				OJT Site to Weda (Loleo-Weda-Lelilef)

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

Cash Detail

Cash Advanced Usage Date : 02-07-2022 to 07-07-2022

Expense Type	Description	Currency	Cash Requested
--------------	-------------	----------	----------------

Total IDR : Rp 0.00
Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00025264	CHRISTIANTI FRISKA ANGELIANT	SUPERIOR	christianti.f.angeliant@trakindo.co.id	APPROVED
00006291	FERRY MARCOS BUTARBUTAR	SUPERIOR	fbutarbutar@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.