



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220621-0027	TCAR Date	: 27-06-2022
TCAR Status	: APPROVED BY OO	Department	: EXECUTIVE TRAINEE
Employee SN	: 00039477	Division	: HR
Employee Name	: I GUSTI AGUNG PUTRA JAYA	Branch	: HEAD OFFICE
Employee Email	: I.JAYA@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	: T2201DE06856	Internal Order Name	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
02-07-2022	Air	Tarakan - Surabaya	3276062301860002	08118156907		Off to East Java Area Office
08-07-2022	Land	Surabaya - Banyuwangi				Off to OJT Location Banyuwangi - Tumpang Pitu Site

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 08-07-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Transport from Surabaya to Tumpang Pitu Site	IDR	1,500,000.00
Domestic Travel - Public Transportation	Transport from Surabaya to Tumpang Pitu Site	IDR	1,500,000.00

Total IDR : Rp 3,000,000.00

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	-	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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