



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220626-0037	TCAR Date	: 12-07-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: SIX SIGMA
Employee SN	: 00007784	Division	: OSM
Employee Name	: ZULKARNAIN	Branch	: HEAD OFFICE
Employee Email	: ZULKARNAIN.KAHAR@TRAKINDO.CO.ID	Cost Center	: 10Z0299SI

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	KT P	Phone Number	Cost Center	Description
03-07-2022	Air	Jakarta - Makassar		081242510048		Travel annual leave to POH Sorowako
03-07-2022	Land	Makassar - Sorowako		081242510048		Travel annual leave to POH Sorowako
12-07-2022	Land	Sorowako - Makassar		081242510048		Transit Makassar mengantar anak ke Pesantren sebelum Back to HO
15-07-2022	Air	Makassar - Jakarta				Back to Head Office

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

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Harnani		082271639154	PT. Trakindo Utama	PT. Trakindo Utama	Employee's Wife
Alya Nurfadillah		082271639154	PT. Trakindo Utama	PT. Trakindo Utama	Anak 1, umur 15 tahun
Malika Zahwa Ramadhani		082271639154	PT. Trakindo Utama	PT. Trakindo Utama	Anak ke-3 umur 5 tahun

Cash Detail

Cash Advanced Usage Date : 03-07-2022 to 15-07-2022

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
00018792	STEPHANUS MAS AGUNG DEWANTORO	SUPERIOR	stephanus.dewantoro@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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