



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220704-0175	TCAR Date	: 08-07-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: IMPORT EXPORT COMPLIANCE
Employee SN	: 00023315	Division	: SC COMP & PROC
Employee Name	: RANDY BAGUS SAPUTRA	Branch	: HEAD OFFICE
Employee Email	: RANDY.SAPUTRA@TRAKINDO.CO.ID	Cost Center	: 10Z0299JP

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: Yes
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE11419	Internal Order Name	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
03-08-2022	Air	Jakarta - Surabaya	3674060709880005	081315528870		sidang banding di Pengadilan Pajak Surabaya
04-08-2022	Air	Surabaya - Jakarta	3674060709880005	081315528870		back to jakarta after sidang banding di pengadilan pajak surabaya
03-08-2022	Air	Jakarta - Surabaya	3174091012660005	085219756105		Transport Kuasa Hukum a.n Muhammad Yani dalam rangka sidang di Pengadilan Pajak Surabaya
04-08-2022	Air	Surabaya - Jakarta	3174091012660005	085219756105		Transport Kuasa Hukum a.n Muhammad Yani dalam rangka sidang banding di Pengadilan Pajak Surabaya

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
Muhammad Yani	3174091012660005		KAP Usman & Rekan	KAP Usman & Rekan	Kuasa Hukum PT Trakindo Utama untuk membantu Tim Import Export dalam rangka sengketa pabean terhadap Dirjen Bea Cukai

Cash Detail

Cash Advanced Usage Date : 03-08-2022 to 04-08-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals		IDR	400,000.00
Domestic Travel - Public Transportation		IDR	350,000.00

Total IDR :

Rp 750,000.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00040230	FAJAR IMAM GUSTIAWAN	SUPERIOR	fajar.gustiawan@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	WAITING FOR APPROVAL

File Attachment

Created Date	Created Name	File Name
7/7/2022 11:16:46 PM	NADIRA HASANA PARINDURI	Pemberitahuan Penundaan Sidang di Surabaya.pdf

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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