



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220706-0029	TCAR Date	: 15-07-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: FORESTRY & AGRICULTURE SALES EXECUTIVE
Employee SN	: 10000403	Division	: C&F MKT & SLS
Employee Name	: RIFKI IKSAN	Branch	: HEAD OFFICE
Employee Email	: RIFKI.IKSAN@TRAKINDO.CO.ID	Cost Center	: 10Z0210FA

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE11439	Internal Order Name	:
Hotel Reservation Purpose	:-		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
18-07-2022	Air	Jakarta - Medan	3275052512880007	085886638750		Keberangkatan Jakarta - Medan FU penagihan invoice ke Wilmar
19-07-2022	Air	Jakarta - Medan	3275052512880007	085886638750		Bakrie Group Kepulangan Medan - Jakarta

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

Cash Detail

Cash Advanced Usage Date : 18-07-2022 to 19-07-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Makan 2 hari (Pagi, Siang, Malam)	IDR	1,050,000.00
Domestic Travel - Public Transportation	Taxi keberangkatan Bekasi - Bandara	IDR	350,000.00
Domestic Travel - Public Transportation	Taxi Kepulangan Bandara Jakarta - Bekasi	IDR	350,000.00

Total IDR : Rp 1,750,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00002963	MUL BUDI MULIAWAN	SUPERIOR	mul.muliawan@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.