



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220708-0075	TCAR Date	: 18-07-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: COAL MINING SALES
Employee SN	: 00003401	Division	: MINING MKT&SLS
Employee Name	: EDI FERDIANA	Branch	: HEAD OFFICE
Employee Email	: EFERDIAN@TRAKINDO.CO.ID	Cost Center	: 10Z0210FC

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: Yes
Travel Type	: Domestic	Corp Credit Card Holder	: Yes
Internal Order No	: T2201DE06030	Internal Order Name	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
20-07-2022	Air	Jakarta - Batam	C3729779	08125532814		Visit CAT factory with Customer
22-07-2022	Air	Batam - Jakarta				Change for: Anggiansyah Parulian Hutagalung (CK), Ratno Tangdilallo (PTFI), Suryana (PPA), Edi Ferdina (TU), Kiswanto (TU)
21-07-2022	Air	Batam - Jakarta	6471010910820001			No ticket change for 21.07.2022: Ardi Sindu Tomo (UDU), Budi Prasetyo (CK), Hafid Sidharta (PTFI), Yunus Karua (JhonLin), Agung Hardianto (PPA)

**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
Matius Tandigau	6471050411690004	0811505932	Ungul Dinamika Utama / UDU	Ungul Dinamika Utama / UDU	Customer
Ardi Sindu Tomo	6471031801800004	081347777827	Ungul Dinamika Utama / UDU	Ungul Dinamika Utama / UDU	Customer
Anggiansyah Parulian Hutagalung	317406200680009	08121094324	Cipta Kridatama / CK	Cipta Kridatama / CK	Customer
Budi Prasetyo	6471010910820001	081347043082	Cipta Kridatama / CK	Cipta Kridatama / CK	Customer
Ratno Tangdilallo	3174062004740004	081310586129	Freeport Indonesia	Freeport Indonesia	Customer
Yunus Karua	6471032697800002	081253604921	JohnLin	JohnLin	Customer
Suryana	6471031801800004	081347777827	Putra Prima Abadi / PPA	Putra Prima Abadi / PPA	Customer
Agung Hardianto	3504023008870003	081347777827	Putra Prima Abadi / PPA	Putra Prima Abadi / PPA	Customer

Hafid Sidharta	33720329117400 03	08124007005	Freeport Indonesia	Freeport Indonesia	Customer
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## Cash Detail

Cash Advanced Usage Date : 20-07-2022 to 22-07-2022

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	\$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
10000547	MARTIN JOHN WILLIAMS	SUPERIOR	martin.williams@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	WAITING FOR APPROVAL

## File Attachment

Created Date	Created Name	File Name
7/11/2022 3:31:58 AM	MARTIN JOHN WILLIAMS	Agung Hardianto.jpeg
7/11/2022 3:31:58 AM	MARTIN JOHN WILLIAMS	Anggiansyah Parulian Hutagalung.jpg
7/11/2022 3:31:58 AM	MARTIN JOHN WILLIAMS	Ardi Sindu Tomo.jpeg
7/11/2022 3:31:58 AM	MARTIN JOHN WILLIAMS	Budi Prasetyo.jpg
7/11/2022 3:31:58 AM	MARTIN JOHN WILLIAMS	Suryana.jpeg
7/11/2022 3:31:58 AM	MARTIN JOHN WILLIAMS	Hafid Sidharta.jpg
7/11/2022 3:31:58 AM	MARTIN JOHN WILLIAMS	Matius Tandigau.jpeg
7/11/2022 3:31:58 AM	MARTIN JOHN WILLIAMS	Ratno Tangdilallo.jpg
7/11/2022 3:31:58 AM	MARTIN JOHN WILLIAMS	Yunus Karua.pdf
7/11/2022 3:31:58 AM	MARTIN JOHN WILLIAMS	Agung Hardianto.jpeg
7/11/2022 3:31:58 AM	MARTIN JOHN WILLIAMS	Customer visit CAT Factory Batam - 20-22.07.2022.xlsx

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.*