TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20220711-0145	TCAR Date	: 18-07-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: APPLICATION ENGINEERING
Employee SN	: 00050218	Division	: C&F MKT & SLS
Employee Name	: SASONO WIDI HUSODO	Branch	: HEAD OFFICE
Employee Email	: SASONO.HUSODO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MF

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE11640	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
17-07-2022	Air	Jakarta - Pekanbaru	32750210850009	0811877334		Study 313 di RAPP
23-07-2022	Air	Pekanbaru - Jakarta	3275021710850009	0811877334		Study 313

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

Cash Detail

Cash Advanced Usage Date   : 17-07-2022 to 23-07-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Taksi dari Bandara ke Hotel PP	IDR	500,000.00
Domestic Travel - Meals	Makan selama 5 Hari	IDR	2,000,000.00
		Total IDR :	Rp 2,500,000.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003392	ARIF PRAWIRA	SUPERIOR	aprawira@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.