



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220712-0090	TCAR Date	: 15-07-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: PARTS SUPPLY CHAIN
Employee SN	: 00008807	Division	: PARTS SC
Employee Name	: HARDI	Branch	: HEAD OFFICE
Employee Email	: HARDI.S@TRAKINDO.CO.ID	Cost Center	: 10Z0230LY

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE11749	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
25-07-2022	Air	Jakarta - Makassar				EIA 1st Half Meeting 2022
25-07-2022	Air	Makassar - Kendari				EIA 1st Half Meeting 2022
26-07-2022	Air	Kendari - Jakarta				back to jakarta

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

Cash Detail

Cash Advanced Usage Date : 25-07-2022 to 26-07-2022

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
00035678	ANTONIUS RONI SETYAWAN	SUPERIOR	roni.setyawan@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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