TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20220713-0040	TCAR Date	: 19-07-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCT & APPLICATION
Employee SN	: 00034521	Division	: MINING MKT&SLS
Employee Name	: KISWANTO	Branch	: HEAD OFFICE
Employee Email	: KISWANTO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE11776	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
20-07-2022	Air	Jakarta - Batam	3201010211730009	0811194212		Accompany some customer visit to Caterpillar Batam Facility
22-07-2022	Air	Batam - Jakarta	3201010211730009	0811194212		Back from accompany some customer to Caterpillar Batam Facility, schedule extend from 21 July to 22 July

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

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

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.