



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220714-0036	TCAR Date	: 20-07-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATIONAL TOOL & VEHICLE DEPLOYMENT
Employee SN	: 00005867	Division	: SVC EXCEL SUPP
Employee Name	: RAMA ARUNGLABI	Branch	: HEAD OFFICE
Employee Email	: RAMA.ARUNGLABI@TRAKINDO.CO.ID	Cost Center	: 10Z0260LV

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE02959	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
18-07-2022	Air	Jakarta - Pekanbaru	732402210471000 1	(62)812417837 1		Audit kondisi dyno test PKU
22-07-2022	Air	Pekanbaru - Jakarta				Back to base

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 22-07-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meal, taxi	IDR	1,000,000.00

Total IDR : Rp 1,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00014144	ADITYO BAWONO	SUPERIOR	adityo.bawono@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.