



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220725-0104	TCAR Date	: 25-07-2022
TCAR Status	: CANCELED BY SUPERIOR	Department	: INTERNAL AUDIT
Employee SN	: 00010507	Division	: IA & RISK MGMT
Employee Name	: MUHAMMAD FAHMY	Branch	: HEAD OFFICE
Employee Email	: MUHAMMAD.FAHMY@TRAKINDO.CO.ID	Cost Center	: 10Z0299KI

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE12277	Internal Order Name	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
31-07-2022	Air	Jakarta - Surabaya	6471032005840004	08115936401		Audit TU Surabaya
10-08-2022	Air	Surabaya - Jakarta	6471032005840004	08115936401		Audit Travel TU Sby (1 -7 Aug) & Asset Tagging (8 - 10 Aug 2022)
06-08-2022	Air	Surabaya - Jakarta	6471032005840004	08115936401		Travel from audit TU Surabaya

Cash Detail

Cash Advanced Usage Date : 31-07-2022 to 10-08-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Laundry 9 days	IDR	700,000.00
Domestic Travel - Meals	Meal Lunch & Dinner 10 days	IDR	2,800,000.00
Domestic Travel - Public Transportation	Transport selama di surabaya (kantor, hotel)	IDR	500,000.00

Total IDR : Rp 4,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00040222	YANUAR EKO PUTRANTO	SUPERIOR	yanuar.putranto@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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