



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220730-0044	TCAR Date	: 21-08-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATOR TRAINER
Employee SN	: 00004762	Division	: MINING MKT&SLS
Employee Name	: NURUL YAKIN	Branch	: HEAD OFFICE
Employee Email	: NURUL.YAKIN@TRAKINDO.CO.ID	Cost Center	: 10Z0210FC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE12487	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
10-08-2022	Air	Jakarta - Banjarmasin	3175101601770 006	0811851529 4		Conduct Operator Training Customer Muara Teweh
10-08-2022	Air	Banjarmasin - MUARA TEWEH	3175101601770 006	0811851529 4		Conduct Operator Training Customer Muara Teweh
29-08-2022	Land	MUARA TEWEH - Barito Timur				Operator Training PT SLS Customer Muara Teweh
30-08-2022	Land	Barito Timur - Banjarmasin				Travel back to home
31-08-2022	Air	Banjarmasin - Jakarta	3175101601770 006	0811851529 4		Back to home

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

Cash Detail

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

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	\$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003401	EDI FERDIANA	SUPERIOR	eferdian@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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