TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20220809-0090	TCAR Date	: 18-08-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: COMMODITY
Employee SN	: 00021663	Division	: MINING MKT&SLS
Employee Name	: SENDY ANDRIYANTO	Branch	: HEAD OFFICE
Employee Email	: SENDY.ANDRIYANTO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MB

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE12895	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
15-08-2022	Air	Jakarta - Samarinda	3276021406920007	081249998137		Roadshow RI
17-08-2022	Land	Samarinda - Balikpapan				Roadshow RI

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

Cash Detail

Cash Advanced Usage Date   : 15-08-2022 to 17-08-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meals 175K X 2 X 6 hari	IDR	2,100,000.00
		Total IDR :	Rp 2,100,000.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00026173	IKWAN HAFIZH SETIOBHEKTI	SUPERIOR	ikwan.setiobhekti@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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