Trakindo CAT

TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20220812-0091	TCAR Date	: 10-10-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: APPLICATION ENGINEERING
Employee SN	: 00025695	Division	: C&F MKT & SLS
Employee Name	: ARIEF PRIYONO	Branch	: HEAD OFFICE
Employee Email	: ARIF.PRIYONO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MF

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE12241	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
21-08-2022	Land	Jakarta - Jakarta				Error TCAR
22-08-2022	Land	Jakarta - Jakarta				Error TCAR

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

Cash Detail

Cash Advanced Usage Date   : 21-08-2022 to 22-08-2022

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003392	ARIF PRAWIRA	SUPERIOR	aprawira@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	WAITING FOR APPROVAL

File Attachment

Created Date	Created Name	File Name
8/13/2022 9:09:00 AM	ARIEF PRIYONO	ICT _ Kendala TCAR.PNG

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.