



TRAVEL & CASH ADVANCE REQUEST



| | | | |
|----------------|--------------------------------------|-------------|--|
| TCAR NO | : TC-20220815-0148 | TCAR Date | : 31-08-2022 |
| TCAR Status | : APPROVED BY SUPERIOR | Department | : STANDARD JOB DEVELOPMENT & SOLUTIONS |
| Employee SN | : 10000545 | Division | : MINING CS |
| Employee Name | : MUHAMMAD SUTAN DWICAHYO | Branch | : HEAD OFFICE |
| Employee Email | : MUHAMMAD.S.DWICAHYO@TRAKINDO.CO.ID | Cost Center | : 10Z0230HL |

TCAR Detail

| | | | |
|-------------------|-----------------|-------------------------|------|
| Purpose of Travel | : Business Trip | Travel with Asuredness | : No |
| Travel Type | : Domestic | Corp Credit Card Holder | : No |
| Internal Order No | : T2201DE13034 | Internal Order Name | : |
| WBS No | : | | |

| Date | Transport Method | From - To | KTP | Phone Number | Cost Center | Description |
|------------|------------------|----------------------|------------------|--------------|-------------|---|
| 15-10-2022 | Air | Balikpapan - Jakarta | 3404072612910001 | 0811544332 | 10W5860HZ | Trip from Balikpapan to Jakarta for back to residence |
| 04-09-2022 | Air | Jakarta - Balikpapan | 3404072612910001 | 0811544332 | 10W5860HZ | Trip from Jakarta to Balikpapan for Support TU MRC Balikpapan |

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

Cash Detail

Cash Advanced Usage Date : 04-09-2022 to 15-10-2022

| Expense Type | Description | Currency | Cash Requested |
|---|---|----------|----------------|
| Domestic Travel - Meals | Meals during visits TU MRC Balikpapan (about 45 days) | IDR | 4,500,000.00 |
| Domestic Travel - Public Transportation | Cash for departure transportation | IDR | 500,000.00 |
| Domestic Travel - Public Transportation | Cash for return transportation | IDR | 500,000.00 |

Total IDR : Rp 5,500,000.00

Total USD : \$ 0.00

Approval Matrix

| SN | Employee Name | Roles | Email | Status |
|----------|------------------|----------|------------------------------|----------------------|
| 00003010 | AGUS DIANTORO | SUPERIOR | agus.diantoro@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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