TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20220816-0087	TCAR Date	: 18-08-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: COMMODITY
Employee SN	: 00048623	Division	: C&F MKT & SLS
Employee Name	: RISKI JUNAIDI	Branch	: HEAD OFFICE
Employee Email	: RISKI.JUNAIDI@TRAKINDO.CO.ID	Cost Center	: 10Z0299MG

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE13113	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
22-08-2022	Air	Depok - Banjarmasin	3175090306851001	+628118515288		Trakindo Roadshow
25-08-2022	Air	Banjarmasin - Depok	3175090306851001	+628118515288		Travel Back

Cash Detail

Cash Advanced Usage Date   : 22-08-2022 to 25-08-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meals/Transport	IDR	1,000,000.00
		Total IDR :	Rp 1,000,000.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00015283	I DEWA MADE ARI DANANJAYA	SUPERIOR	i.dananjaya@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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