



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220818-0055	TCAR Date	: 19-08-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: MKT COMMUNICATION (DIGITAL)
Employee SN	: 00040472	Division	: CX & MKT COMM
Employee Name	: QURROTA AINI	Branch	: HEAD OFFICE
Employee Email	: QURROTA.AINI@TRAKINDO.CO.ID	Cost Center	: 10Z0299FM

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE12854	Internal Order Name	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
25-08-2022	Air	Banjarmasin - Jakarta	1871025405910003	081219877733		back to jkt
23-08-2022	Air	Jakarta - Banjarmasin	1871025405910003	081219877733		trakindo roadshow

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

Cash Detail

Cash Advanced Usage Date : 23-08-2022 to 25-08-2022

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00034689	RULAN AZMI MOHAMMAD	SUPERIOR	rulan.mohammad@trakindo.co.id	APPROVED
00048730	DERRY AFIFUDIN ADIWIJAYA	SUPERIOR	derry.adiwijaya@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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