



# TRAVEL & CASH ADVANCE REQUEST



|                |                            |             |                                |
|----------------|----------------------------|-------------|--------------------------------|
| TCAR NO        | : TC-20220825-0052         | TCAR Date   | : 30-08-2022                   |
| TCAR Status    | : APPROVED BY SUPERIOR     | Department  | : OIL & GAS SALES<br>EXECUTIVE |
| Employee SN    | : 00013680                 | Division    | : POWER SYSTEMS                |
| Employee Name  | : ANDY APRIYANTO WIRA      | Branch      | : HEAD OFFICE                  |
| Employee Email | : ANDY.WIRA@TRAKINDO.CO.ID | Cost Center | : 10K0220FZ                    |

## TCAR Detail

|                   |                 |                         |      |
|-------------------|-----------------|-------------------------|------|
| Purpose of Travel | : Business Trip | Travel with Asuredness  | : No |
| Travel Type       | : Domestic      | Corp Credit Card Holder | : No |
| Internal Order No | : T2201DE11765  | Internal Order Name     | :    |
| WBS No            | :               |                         |      |

| Date       | Transport Method | From - To       | KTP | Phone Number | Cost Center | Description                    |
|------------|------------------|-----------------|-----|--------------|-------------|--------------------------------|
| 29-08-2022 | Air              | Medan - Jakarta |     |              |             | Meeting Konsolidasi TVM4 - BSD |
| 02-09-2022 | Air              | Jakarta - Medan |     |              |             | Back to Medan                  |

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

## Cash Detail

Cash Advanced Usage Date : 29-08-2022 to 02-09-2022

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

## Approval Matrix

| SN       | Employee Name    | Roles    | Email                       | Status               |
|----------|------------------|----------|-----------------------------|----------------------|
| 00006659 | ENDRO BAWONO     | SUPERIOR | endro.bawono@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.

*This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.*