



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220901-0253	TCAR Date	: 13-09-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATOR TRAINER
Employee SN	: 10001388	Division	: MINING MKT&SLS
Employee Name	: Esra Adhy	Branch	: HEAD OFFICE
Employee Email	: ESRA.ADHY@TRAKINDO.CO.ID	Cost Center	: 10Z0210FC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE12423	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
05-09-2022	Air	Balikpapan - Banjarbaru	63720505117600 04	(+62)81159309 44	10Z0210FC	Support PT PPA site BIB
17-09-2022	Air	Banjarbaru - Balikpapan				banjarmasin back balikpapan

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

Cash Detail

Cash Advanced Usage Date : 05-09-2022 to 17-09-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	laundry	IDR	300,000.00
Domestic Travel - Meals	meal	IDR	1,000,000.00

Total IDR : Rp 1,300,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003401	EDI FERDIANA	SUPERIOR	eferdian@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.