



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220913-0032	TCAR Date	: 23-09-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: CUSTOMER EXPERIENCE
Employee SN	: 00003099	Division	: CX & MKT COMM
Employee Name	: LITA AGUSTIN CHRISTIANTI	Branch	: HEAD OFFICE
Employee Email	: LAGUSTIN@TRAKINDO.CO.ID	Cost Center	: 10Z0299FO

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE13997	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
03-10-2022	Air	Depok - Bandar Lampung				Branch Assessment
05-10-2022	Air	Bandar Lampung - Depok				Branch Assessment

Cash Detail

Cash Advanced Usage Date : 03-10-2022 to 05-10-2022

Expense Type	Description	Currency	Cash Requested
--------------	-------------	----------	----------------

Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00004238	LILI ANDALIA	SUPERIOR	landalia@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.