



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220913-0099	TCAR Date	: 22-09-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: DESIGN ENGINEERING
Employee SN	: 00015598	Division	: POWER SYSTEMS
Employee Name	: DWIADI MAHARDHANI	Branch	: HEAD OFFICE
Employee Email	: DWIADI.MAHARDHANI@TRAKINDO.CO.ID	Cost Center	: 10K0220FE

TCAR Detail

Purpose of Travel	: Power System Project	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	: P-E0080-1-1-1-5-1-2		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
18-09-2022	Air	Jakarta - Semarang	3519071202820001	087863665209		Tambak Lorok Semarang Genset Site Acceptance Test
24-09-2022	Air	Semarang - Jakarta	3519071202820001	087863665209		

Cash Detail

Cash Advanced Usage Date : 18-09-2022 to 24-09-2022

Expense Type	Description	Currency	Cash Requested
Power System Project - Meals		IDR	1,500,000.00
Power System Project - Public Transportation		IDR	3,500,000.00

Total IDR : Rp 5,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00029230	DWI GURINTO	SUPERIOR	dwi.gurinto@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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