



# TRAVEL & CASH ADVANCE REQUEST



|                |                                   |             |                        |
|----------------|-----------------------------------|-------------|------------------------|
| TCAR NO        | : TC-20220913-0133                | TCAR Date   | : 22-09-2022           |
| TCAR Status    | : APPROVED BY SUPERIOR            | Department  | : SOLUTION ENGINEERING |
| Employee SN    | : 10001605                        | Division    | : POWER SYSTEMS        |
| Employee Name  | : FAJAR IKHSAN NUROSYID           | Branch      | : HEAD OFFICE          |
| Employee Email | : FAJAR.I.NUROSYID@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        | KT P | Phone Number | Cost Center | Description                                   |
|------------|------------------|------------------|------|--------------|-------------|---|
| 18-09-2022 | Land             | Depok - Semarang |      |              |             | Join Assist SAT/Testcomm Tambak Lorok Project |
| 24-09-2022 | Land             | Semarang - Depok |      |              |             | After Testcomm/SAT Tambak Lorok Project       |

## Cash Detail

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

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

## Approval Matrix

| SN       | Employee Name    | Roles    | Email                      | Status               |
|----------|------------------|----------|----------------------------|----------------------|
| 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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