



TRAVEL & CASH ADVANCE REQUEST



| | | | |
|----------------|--------------------------------|-------------|--------------------|
| TCAR NO | : TC-20220915-0094 | TCAR Date | : 19-09-2022 |
| TCAR Status | : APPROVED BY SUPERIOR | Department | : OPERATOR TRAINER |
| Employee SN | : 10000771 | Division | : C&F MKT & SLS |
| Employee Name | : ADITA PRADATA | Branch | : HEAD OFFICE |
| Employee Email | : ADITA.PRADATA@TRAKINDO.CO.ID | Cost Center | : 10Z0210FA |

TCAR Detail

| | | | |
|-------------------|-----------------|-------------------------|------|
| Purpose of Travel | : Business Trip | Travel with Asuredness | : No |
| Travel Type | : Domestic | Corp Credit Card Holder | : No |
| Internal Order No | : T2201DE12264 | Internal Order Name | : |
| WBS No | : | | |

| Date | Transport Method | From - To | KTP | Phone Number | Cost Center | Description |
|------------|------------------|---------------------|------------------|--------------|-------------|--|
| 20-09-2022 | Air | Surabaya - Kupang | 3316090305890002 | 081119306529 | | Conduct Training HEX 320 and mini HEX 305.5E2 |
| 23-09-2022 | Air | Kupang - Waingapu | 3316090305890002 | 081119306529 | | Conduct Training HEX 320 + Hammer at PT. Muria Sumba Manis |
| 26-09-2022 | Air | Waingapu - Surabaya | 3316090305890002 | 081119306529 | | Back Home After Travel |

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

Cash Detail

Cash Advanced Usage Date : 20-09-2022 to 26-09-2022

| Expense Type | Description | Currency | Cash Requested |
|-------------------------|------------------|----------|----------------|
| Domestic Travel - Meals | meals for 5 days | IDR | 1,500,000.00 |

Total IDR : Rp 1,500,000.00

Total USD : \$ 0.00

Approval Matrix

| SN | Employee Name | Roles | Email | Status |
|----------|----------------------|----------|----------------------|----------------------|
| 00002724 | TRI HERU IMAN SUSILO | SUPERIOR | theru@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.

correct information is as stated in the system.