



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220919-0089	TCAR Date	: 23-09-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: EPG GAS & RENEWABLE ACCOUNT MANAGEMENT
Employee SN	: 10000203	Division	: POWER SYSTEMS
Employee Name	: SHINTA IDRIYANTI	Branch	: HEAD OFFICE
Employee Email	: SHINTA.IDRIYANTII@TRAKINDO.CO.ID	Cost Center	: 10K0220FZ

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE12899	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
22-09-2022	Air	Jakarta - Surabaya	3174044205740 013	0811198018		Tender Karimun Document and Solution for LNG
23-09-2022	Land	Surabaya - Tuban	3174044205740 013	0811198018		Visit site and meeting customer
27-09-2022	Air	Surabaya - Jakarta	3174044205740 013	0811198018		Back to HO Jakarta

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

Cash Detail

Cash Advanced Usage Date : 22-09-2022 to 27-09-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Estimate Rp 250.000 per pax for 4 people	IDR	1,000,000.00
Domestic Travel - Toll	Land vv Surabaya-Tuban	IDR	150,000.00

Total IDR : Rp 1,150,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003278	T.SYAHRIAL ADNI	SUPERIOR	tsyahria@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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