



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220920-0045	TCAR Date	: 06-10-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: TECHNICAL SOLUTIONS
Employee SN	: 00007786	Division	: MINING CS
Employee Name	: A.AKRAM ALI	Branch	: HEAD OFFICE
Employee Email	: AKRAM.ALI@TRAKINDO.CO.ID	Cost Center	: 10Z0230HQ

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE14482	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
26-09-2022	Air	Tangerang Selatan - Balikpapan	7371131807840012	08119400159		Travel by air to MRC Balikpapan for 777 GOH Project
15-10-2022	Air	Balikpapan - Jakarta		08119400159		Return trip GOH 777

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

Cash Detail

Cash Advanced Usage Date : 26-09-2022 to 15-10-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meals expense during 26 Sep - 8 Oct 2022 period on 777 GOH Project in MRC Balikpapan	IDR	2,000,000.00
Domestic Travel - Public Transportation	Public transportation expense during 26 Sep - 8 Oct 2022 period on 777 GOH Project in MRC Balikpapan	IDR	1,000,000.00

Total IDR :	Rp 3,000,000.00
Total USD :	\$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00039062	FABIAN SCHULZ	SUPERIOR	fabian.schulz@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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