



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220928-0079	TCAR Date	: 28-10-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: MINING MARKETING & SALES
Employee SN	: 10000547	Division	: MINING MKT&SLS
Employee Name	: MARTIN JOHN WILLIAMS	Branch	: HEAD OFFICE
Employee Email	: MARTIN.WILLIAMS@TRAKINDO.CO.ID	Cost Center	: 10Z0299MC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE14825	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
31-10-2022	Air	Jakarta - Timika				Schedule change from 31.10.2022 to 30.10.2022
03-11-2022	Air	Timika - Jakarta				Return

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

Cash Detail

Cash Advanced Usage Date : 31-10-2022 to 03-11-2022

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00012414	SIMON W LAWTON	SUPERIOR	simon.lawton@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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