



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220929-0059	TCAR Date	: 16-10-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: DESIGN ENGINEERING
Employee SN	: 10000550	Division	: POWER SYSTEMS
Employee Name	: YUSUF RIZAL SASONGKO	Branch	: HEAD OFFICE
Employee Email	: YUSUF.R.SASONGKO@TRAKINDO.CO.ID	Cost Center	: 10K0220FE

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE14883	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
04-10-2022	Air	Jakarta - Surabaya	3517090711950002	08111560686		MDG Commissioning KBRS 2 Project PT PAL Indonesia
21-10-2022	Air	Surabaya - Jakarta	3517090711950002	08111560685		travel back

## Cash Detail

Cash Advanced Usage Date : 04-10-2022 to 21-10-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	laundry	IDR	100,000.00
Domestic Travel - Meals	meals 350k per day x 14 day	IDR	4,900,000.00

Total IDR : Rp 5,000,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00006743	JOKO SUSILO	SUPERIOR	joko.susilo@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.

This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.