



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221011-0044	TCAR Date	: 10-11-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: SERVICE ADVISOR
Employee SN	: 00005725	Division	: POWER SYSTEMS
Employee Name	: IMAN SUMARTONO	Branch	: HEAD OFFICE
Employee Email	: IMAN.SUMARTONO@TRAKINDO.CO.ID	Cost Center	: 10K0230HN

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE15255	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
11-10-2022	Air	Batam - Palembang		08127028746		TVM Project PT Pertamina di W/S TU Palembang
13-11-2022	Air	Palembang - Batam				TVM Project PT Pertamina

Estimation COST from Travel Agent : IDR 723,310.00 (The price excludes admin fees and taxes)

Cash Detail

Cash Advanced Usage Date : 11-10-2022 to 13-11-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	TVM Project PT Pertamina di W/S TU Palembang selama 30 hari	IDR	10,000,000.00

Total IDR : Rp 10,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003145	MUHAMMAD SALEH	SUPERIOR	muhammad.saleh@trakindo.co.id	APPROVED
00002920	SONY DJUHANSYAH	SUPERIOR	sdjuhans@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.