



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221020-0043	TCAR Date	: 25-11-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: MINING CI
Employee SN	: 00048263	Division	: MINING CS
Employee Name	: MICHAEL DAVID FENNER	Branch	: HEAD OFFICE
Employee Email	: MICK.FENNER@TRAKINDO.CO.ID	Cost Center	: 10Z0230TQ

TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: No
Travel Type	: Overseas	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
17-12-2022	Air	Balikpapan - Perth				Annual Leave
29-12-2022	Air	Perth - Singapore				Annual Leave - Transit back to Balikpapan
03-01-2023	Air	Singapore - Balikpapan				Annual Leave - Return to host location.

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

Cash Detail

Cash Advanced Usage Date : 17-12-2022 to 03-01-2023

Expense Type	Description	Currency	Cash Requested
--------------	-------------	----------	----------------

Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00040424	KRISTIN NATALIA HUTAHAEAN	HUMAN CAPITAL	kristin.hutahaeen@trakindo.co.id	APPROVED
00012418	RUSSELL M NOLAN	SUPERIOR	rnolan@trakindo.co.id	APPROVED
00012414	SIMON W LAWTON	SUPERIOR	simon.lawton@trakindo.co.id	APPROVED
00014689	ALI RIDHO ALHABSYI	SUPERIOR	aralhabsyi@trakindo.co.id	APPROVED
00000415	RACHMAT SOBARI HAMAMI	SUPERIOR	bhamami@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.