



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221021-0009	TCAR Date	: 01-11-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: EM SOLUTIONS
Employee SN	: 00011855	Division	: MINING CS
Employee Name	: AKMALUDIN	Branch	: HEAD OFFICE
Employee Email	: AKMALUDIN@TRAKINDO.CO.ID	Cost Center	: 10Z0230HL

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE15688	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
23-10-2022	Air	Jakarta - Balikpapan	5271022204800005	081381494660		Site Visit to CK MHU Belumpur - Samarinda
23-10-2022	Land	Balikpapan - Samarinda	5271022204800005	081381494660		Site Visit to CK MHU Belumpur - Samarinda
12-11-2022	Land	Samarinda - Balikpapan				Back from Site Visit to CK MHU Belumpur - Samarinda
12-11-2022	Air	Balikpapan - Jakarta	5271022204800005	081381494660		Back from Site Visit to CK MHU Belumpur - Samarinda

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

Cash Detail

Cash Advanced Usage Date : 23-10-2022 to 12-11-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Car Rent	Travel from Balikpapan to Samarinda PP	IDR	1,200,000.00
Domestic Travel - Meals	Meal during Site Visit to CK MHU Belumpur Samarinda	IDR	1,100,000.00

Total IDR : Rp 2,300,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00008997	HELMI JUSUF	SUPERIOR	helmi.jusuf@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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