TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20221029-0002	TCAR Date	: 14-11-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: TECHNICAL SOLUTIONS
Employee SN	: 00034529	Division	: MINING CS
Employee Name	: DANIEL TALLULEMBANG	Branch	: HEAD OFFICE
Employee Email	: DANIEL.TALLULEMBANG@TRAKINDO.CO.ID	Cost Center	: 10Z0230HQ

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DA07974	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
31-10-2022	Land	Sangatta - Bengalon				Travel to Bengalon for working on issue water ingress in to the air cleaner, continue for hyd over heating at GAM, continue assembly 6020 at PT UDU site Indexim.
12-11-2022	Land	KAUBUN - Sangatta				Re-schedule travel back from 26 Nov 2022 to 12 Nov 2022

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 12-11-2022

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00039062	FABIAN SCHULZ	SUPERIOR	fabian.schulz@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.