



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221031-0168	TCAR Date	: 09-11-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: STRATEGIC SOURCING (TRADING)
Employee SN	: 00004261	Division	: SC COMP & PROC
Employee Name	: DJAROT SANTOSO	Branch	: HEAD OFFICE
Employee Email	: DSANTOSO@TRAKINDO.CO.ID	Cost Center	: 10Z0299JP

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE16127	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
07-11-2022	Air	Jakarta - Balikpapan	3175042712710004	08118440871		Sosialisasi eProc System
11-11-2022	Air	Balikpapan - Jakarta	3175042712710004	08118440871		Kembali ke Jakarta

Cash Detail

Cash Advanced Usage Date : 07-11-2022 to 11-11-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Sosialisasi eProc System	IDR	1,500,000.00

Total IDR : Rp 1,500,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00029651	DODIK ADIWIRAWAN	SUPERIOR	dodik.adiwirawan@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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