TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20221031-0172	TCAR Date	: 09-11-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: STRATEGIC SOURCING (NON TRADING)
Employee SN	: 10000554	Division	: SC COMP & PROC
Employee Name	: EARLY DESIANTI.P	Branch	: HEAD OFFICE
Employee Email	: EARLY.D.PARTAKUSUMA@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	: T2201DE16128	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
07-11-2022	Air	Jakarta - Balikpapan	3174046912820005	081310005235		Sosialisasi E-Procurement System NKAL
11-11-2022	Air	Balikpapan - Jakarta	317404691282	081310005235		Extend 1 hari perpanjangan sosialisasi/ workshop Eproc NKAL

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

Cash Detail

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

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meals untuk 4 hari Senin - Kamis	IDR	1,500,000.00
		Total IDR :	Rp 1,500,000.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00029650	TRIONA NATALI TANOR.K	SUPERIOR	triona.tanor@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.