



# TRAVEL & CASH ADVANCE REQUEST



|                |                                  |             |                             |
|----------------|----------------------------------|-------------|-----------------------------|
| TCAR NO        | : TC-20221102-0064               | TCAR Date   | : 07-12-2022                |
| TCAR Status    | : APPROVED BY SUPERIOR           | Department  | : SC PROCUREMENT COMPLIANCE |
| Employee SN    | : 00022161                       | Division    | : SC COMP & PROC            |
| Employee Name  | : NIA MIRANIANTI                 | Branch      | : HEAD OFFICE               |
| Employee Email | : NIA.MIRANIYANTI@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 | : T2201DE16208  | Internal Order Name     | :    |
| WBS No            | :               |                         |      |

| Date       | Transport Method | From - To            | KTP              | Phone Number | Cost Center | Description                           |
|------------|------------------|----------------------|------------------|--------------|-------------|---------------------------------------|
| 07-11-2022 | Air              | Jakarta - Balikpapan | 3174044804750003 | 08119106056  |             | e-Procurement Training & Vendor Visit |
| 14-11-2022 | Air              | Balikpapan - Jakarta | 3174044804750003 | 08119106056  |             | Extended due to quarantine            |

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 14-11-2022

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

Total IDR : Rp 0.00  
Total USD : \$ 0.00

## Approval Matrix

| SN       | Employee Name      | Roles    | Email                   | Status               |
|----------|--------------------|----------|-------------------------|----------------------|
| 00002586 | BUDIANTO HUTABARAT | SUPERIOR | budianto@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.*