TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20221103-0046	TCAR Date	: 10-11-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: APPLICATION ENGINEERING
Employee SN	: 00050210	Division	: MINING MKT&SLS
Employee Name	: PUJI RUSWANTO	Branch	: HEAD OFFICE
Employee Email	: PUJI.RUSWANTO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DA07745	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
08-11-2022	Air	Jakarta - Bengalon	3175050306830004	08118517915		CBR Tes & Fleet Estimation at PT KAI site Bengalon
12-11-2022	Land	Bengalon - Balikpapan				Back to Balikpapan
13-11-2022	Air	Balikpapan - Jakarta	3175050306830004	08118517915		Back to Home

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

Cash Detail

Cash Advanced Usage Date : 08-11-2022 to 13-11-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Makan 5 hari (Rp.150,000 x 3 x 5 hari = Rp. 2.250.000,-	IDR	2,250,000.00

Total IDR : Rp 2,250,000.00

Total USD : $ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00034521	KISWANTO	SUPERIOR	kiswanto@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.