



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221104-0110	TCAR Date	: 08-11-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: OIL & GAS SALES EXECUTIVE
Employee SN	: 00030653	Division	: POWER SYSTEMS
Employee Name	: FIKRI ARIF	Branch	: HEAD OFFICE
Employee Email	: FIKRI.ARIF@TRAKINDO.CO.ID	Cost Center	: 10K0220FZ

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: Yes
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE16302	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
07-11-2022	Air	Jakarta - Surabaya	130603201090000 1	08119863873		meeting bareng customer
09-11-2022	Air	Jakarta - Palembang	130603201090000 1	08119863873		meeting bareng customer
11-11-2022	Air	Palembang - Jakarta	130603201090000 1	08119863873		meeting bareng customer
08-11-2022	Air	Surabaya - Jakarta	130603201090000 1	08119863873		Business rrip

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Raden mohammad faizal	36740131038300 01	081194400 89	Pertamina Drilling Service Indonesia	Pertamina Drilling Service Indonesia	Meeting site visit ke workshop trakindo Palembang

Cash Detail

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

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
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00006659	ENDRO BAWONO	SUPERIOR	endro.bawono@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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