



# TRAVEL & CASH ADVANCE REQUEST



|                |                                |             |                                |
|----------------|--------------------------------|-------------|--------------------------------|
| TCAR NO        | : TC-20221115-0155             | TCAR Date   | : 23-11-2022                   |
| TCAR Status    | : APPROVED BY SUPERIOR         | Department  | : STRATEGIC SOURCING (TRADING) |
| Employee SN    | : 00021446                     | Division    | : SC COMP & PROC               |
| Employee Name  | : HELMY SUJAT ROZZANO          | Branch      | : HEAD OFFICE                  |
| Employee Email | : HELMY.ROZZANO@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 | : T2201DE16455  | Internal Order Name     | :    |
| WBS No            | :               |                         |      |

| Date       | Transport Method | From - To             | KTP              | Phone Number | Cost Center | Description  |
|------------|------------------|-----------------------|------------------|--------------|-------------|--|
| 21-11-2022 | Air              | Jakarta - Banjarmasin | 3275010405810021 | 08119860257  |             | E-Procurement Training & Visit Vendor                      |
| 30-11-2022 | Air              | Banjarmasin - Jakarta | 3275010405810021 | 08119860257  |             | Back to home (After E-Procurement Training & Isoman Covid) |

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

## Cash Detail

Cash Advanced Usage Date : 21-11-2022 to 30-11-2022

| Expense Type                            | Description | Currency | Cash Requested |
|---|-------------|----------|----------------|
| Domestic Travel - Laundry               | 4 days      | IDR      | 500,000.00     |
| Domestic Travel - Meals                 | 4 days      | IDR      | 1,800,000.00   |
| Domestic Travel - Public Transportation | 4 days      | IDR      | 700,000.00     |

Total IDR : Rp 3,000,000.00

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.

*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.*