



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221118-0036	TCAR Date	: 03-12-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: DESIGN ENGINEERING
Employee SN	: 10000550	Division	: POWER SYSTEMS
Employee Name	: YUSUF RIZAL SASONGKO	Branch	: HEAD OFFICE
Employee Email	: YUSUF.R.SASONGKO@TRAKINDO.CO.ID	Cost Center	: 10K0220FE

TCAR Detail

Purpose of Travel	: Power System Project	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
20-11-2022	Air	Jakarta - Surabaya	3517090711950002	08111560686		Commissioning ME C280 KBRS 2 Project PT PAL Indonesia
11-12-2022	Air	Surabaya - Jakarta	3517090711950002	08111560685		Travel back

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

Cash Detail

Cash Advanced Usage Date : 20-11-2022 to 11-12-2022

Expense Type	Description	Currency	Cash Requested
Power System Project - Meals	meals for 14 days, 350k per day	IDR	4,900,000.00

Total IDR : Rp 4,900,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00006743	JOKO SUSILO	SUPERIOR	joko.susilo@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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