



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221119-0025	TCAR Date	: 21-11-2022
TCAR Status	: CANCELED BY SUPERIOR	Department	: MARINE & IE ACCOUNT MANAGEMENT
Employee SN	: 00006659	Division	: POWER SYSTEMS
Employee Name	: ENDRO BAWONO	Branch	: HEAD OFFICE
Employee Email	: ENDRO.BAWONO@TRAKINDO.CO.ID	Cost Center	: 10K0220FZ

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: Yes
Internal Order No	: T2201DE13963	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
20-11-2022	Air	Jakarta - Surabaya				meeting PT DDM, Dinamik Delta Mahakam
22-11-2022	Air	Surabaya - Denpasar				meeting PT PEP
24-11-2022	Air	Denpasar - Jakarta				back to office

## Cash Detail

Cash Advanced Usage Date : 20-11-2022 to 24-11-2022

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

Total IDR : Rp 0.00  
Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00003278	T.SYAHRIAL ADNI	SUPERIOR	tsyahria@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.