



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221202-0062	TCAR Date	: 06-12-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: MINING MARKETING & SALES
Employee SN	: 10000547	Division	: MINING MKT&SLS
Employee Name	: MARTIN JOHN WILLIAMS	Branch	: HEAD OFFICE
Employee Email	: MARTIN.WILLIAMS@TRAKINDO.CO.ID	Cost Center	: 10Z0299MC

## TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: Yes
Travel Type	: Overseas	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
14-12-2022	Air	Jakarta - Qatar	562007750	081110651717		Jakarta - Manchester via Doha
07-01-2023	Air	Qatar - Jakarta	562007750	081110651717		Return. Manchester - Jakarta via Doha

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

## Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Stella Teresa Williams	537639961	081110651717	PT Trakindo Utama	PT Trakindo Utama	Spouse
Isla Edith Williams	130001040	081110651717	PT Trakindo Utama	PT Trakindo Utama	Daughter

## Cash Detail

Cash Advanced Usage Date : 14-12-2022 to 07-01-2023

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
00040424	KRISTIN NATALIA HUTAHAEAN	HUMAN CAPITAL	kristin.hutahaeaan@trakindo.co.id	APPROVED
00012414	SIMON W LAWTON	SUPERIOR	simon.lawton@trakindo.co.id	APPROVED
00014689	ALI RIDHO ALHABSYI	SUPERIOR	aralhabsyi@trakindo.co.id	APPROVED

00000415	RACHMAT SOBARI HAMAMI	SUPERIOR	bhamami@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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