



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221208-0089	TCAR Date	: 15-12-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATIONAL TOOL & VEHICLE DEPLOYMENT
Employee SN	: 00005867	Division	: SVC EXCEL SUPP
Employee Name	: RAMA ARUNGLABI	Branch	: HEAD OFFICE
Employee Email	: RAMA.ARUNGLABI@TRAKINDO.CO.ID	Cost Center	: 10Z0260LV

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DA17590	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
12-12-2022	Air	Jakarta - Samarinda	7324022104710001	08124178371		Commisioning Dyno di TU Sangatta
12-12-2022	Land	Samarinda - Sangatta	7324022104710001	08124178371		Commisioning Dyno di TU Sangatta

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

Cash Detail

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

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Car Rent	Rental mobil dari Samarinda ke Sangatta Rental mobil dari Sangatta ke Samarinda	IDR	2,000,000.00
Domestic Travel - Meals	Meals 5 hari	IDR	1,000,000.00

Total IDR : Rp 3,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00014144	ADITYO BAWONO	SUPERIOR	adityo.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.

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.