



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221212-0119	TCAR Date	: 14-12-2022
TCAR Status	: APPROVED BY SUPERIOR	Department	: FINANCIAL CONTROLLER
Employee SN	: 00008489	Division	: FIN PLAN&STRAT
Employee Name	: LINDERD YUSUF DUDY	Branch	: HEAD OFFICE
Employee Email	: LINDERD.DUDY@TRAKINDO.CO.ID	Cost Center	: 10Z0299KB

TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: Yes
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
21-12-2022	Air	Jakarta - Biak Numfor	9109011506760001	08114911992		Annual leave
29-12-2022	Air	Biak Numfor - Jakarta	9109011506760001	08114911992		Annual leave

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

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Non - Business

Name	KTP	Phone Number	Relationship	Description
Fince Martina Wambrauw		08114911992	Spouse	
Angel Sabatini Yusuf		08114911992	Child	
Alexander Linderdson Yusuf		08114911992	Child	
Alyssa Sabatina Yusuf		08114911992	Child	

Cash Detail

Cash Advanced Usage Date : 21-12-2022 to 29-12-2022

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
00020278	ZULFIADI	HUMAN CAPITAL	zulfiadi.susanto@trakindo.co.id	APPROVED
10001667	JANUAR R SUMARDI	SUPERIOR	januar.r.sumardi@trakindo.co.id	APPROVED

00	Office Operation	00	-	WAITING FOR APPROVAL
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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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