



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221215-0109	TCAR Date	: 03-01-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: CONDITION MONITORING
Employee SN	: 00018590	Division	: MINING CS
Employee Name	: TOTOK ADI PRATOMO	Branch	: HEAD OFFICE
Employee Email	: TOTOK.A.PRATOMO@TRAKINDO.CO.ID	Cost Center	: 10Z0230HL

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
25-12-2022	Air	Jakarta - Semarang	337415120791000 2	082351580827		Annual leave
08-01-2023	Air	Semarang - Jakarta	337415120791000 2	082351580827		Reschedule 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 : Business

Name	KTP	Phone Number	Company	Address	Description
Linawati muktiningsih		081327773656	Trakindo utama	Trakindo utama	Leave request
Mahendra putra Pratama		081327773656	PT. Trakindo utama	PT. Trakindo utama	Leave request
Dzaka Adnan Thabrani		081327773656	Pt. Trakindo Utama	Pt. Trakindo Utama	Leave Request

Cash Detail

Cash Advanced Usage Date : 25-12-2022 to 08-01-2023

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
00020278	ZULFIADI	HUMAN CAPITAL	zulfiadi.susanto@trakindo.co.id	APPROVED
00010823	RANGGA YOGA PRADANA	SUPERIOR	rangga.pradana@trakindo.co.id	APPROVED

00006913	FX LISTYONOADI	SUPERIOR	fx.listyonoadi@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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