



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230116-0236	TCAR Date	: 17-01-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: CONSTRUCTION SALES EXECUTIVE
Employee SN	: 00016846	Division	: C&F MKT & SLS
Employee Name	: CEPY FIRMANSYAH	Branch	: HEAD OFFICE
Employee Email	: CEPY.FIRMANSYAH@TRAKINDO.CO.ID	Cost Center	: 10Z0210FF

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE37012	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
23-01-2023	Air	Jakarta - Makassar	3273230702790003	08119932278		Visit Site PT KMKI
24-01-2023	Air	Makassar - Ternate	3273230702790003	08119932278		Visit Site PT KMKI
27-01-2023	Air	Ternate - Jakarta				Return home

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

Cash Detail

Cash Advanced Usage Date : 23-01-2023 to 27-01-2023

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
00002746	HESTI N PANGGABEAN	SUPERIOR	hnursanti@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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