



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230213-0094	TCAR Date	: 28-02-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCTIVITY SOLUTIONS
Employee SN	: 00009821	Division	: MINING CS
Employee Name	: M.REZA RIZKI BATUBARA	Branch	: HEAD OFFICE
Employee Email	: MOH.BATUBARA@TRAKINDO.CO.ID	Cost Center	: 10Z0230HQ

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE40420	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
21-02-2023	Air	Jakarta - Banjarmasin	3175012012810007	081803648704		Weight scale service and calibration
02-03-2023	Land	Banjarmasin - Jakarta			10Z0299MC	extended duration for service and calibration weight scale

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

## Cash Detail

Cash Advanced Usage Date : 21-02-2023 to 02-03-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	6hr (175*2)= 2100 (21 - 26 Feb 2023)	IDR	2,100,000.00

Total IDR : Rp 2,100,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00010146	AHWAN TSAURI	SUPERIOR	ahwan.tsauri@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.