



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230216-0031	TCAR Date	: 28-02-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCTIVITY SOLUTIONS
Employee SN	: 00004081	Division	: MINING CS
Employee Name	: IRMAWANTO	Branch	: HEAD OFFICE
Employee Email	: IRMAWANTO@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	: T2301DE42907	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
21-02-2023	Air	Jakarta - Banjarmasin	527101220475003	081237373031		Weight Scale Tool Service and Calibration at Trakindo Banjarmasin
02-03-2023	Air	Banjarmasin - Jakarta	527101220475003	081237373031	10Z0299MC	weight scale tool repair and calibration

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 - Meals	Meal during at Banjarmasin	IDR	1,000,000.00
Domestic Travel - Public Transportation	Transportation from hotel to TU Banjarmasin	IDR	1,000,000.00

Total IDR : Rp 2,000,000.00

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.

*correct information is as stated in the system.*