



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230303-0057	TCAR Date	: 18-03-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCTIVITY SOLUTIONS
Employee SN	: 00010135	Division	: MINING CS
Employee Name	: MIFTAH FAHRUDIN	Branch	: HEAD OFFICE
Employee Email	: MIFTAH.FAHRUDIN@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	: T2301DE43326	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
07-03-2023	Air	Jakarta - Balikpapan	352215060180007	081334018818		Weight Scale and Production Study @ PT. CK - MHU
07-03-2023	Land	Balikpapan - Samarinda	352215060180007	081334018818		Weight Scale and Production Study @ PT. CK - MHU
20-03-2023	Land	Samarinda - Balikpapan				Weight Scale and Production Study @PT CK - MHU
20-03-2023	Air	Balikpapan - Jakarta	352215060180007	081334018818		Weight Scale and Production Study @PT CK - MHU

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

Cash Detail

Cash Advanced Usage Date : 07-03-2023 to 20-03-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Weight Scale and Production Study @ PT. CK - MHU	IDR	500,000.00
Domestic Travel - Meals	Weight Scale and Production Study @ PT. CK - MHU	IDR	2,500,000.00

Total IDR : Rp 3,000,000.00

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.

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