



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230306-0183	TCAR Date	: 18-03-2023
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	: T2301DE43438	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
13-03-2023	Air	Jakarta - Balikpapan	5271012204750003	081237373031		Weight Scale and Production Study @PT. CK_MHU
13-03-2023	Land	Balikpapan - Samarinda	5271012204750003	081237373031		Weight Scale and Production Study @PT. CK_MHU
20-03-2023	Land	Samarinda - Balikpapan			10Z0299MC	Return from PT. CK-MHU
20-03-2023	Air	Balikpapan - Jakarta	5271012204750003	081237373031	10Z0299MC	Return from PT. CK-MHU

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

Cash Detail

Cash Advanced Usage Date : 13-03-2023 to 20-03-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Laundry during project @PT. CK_MHU	IDR	500,000.00
Domestic Travel - Meals	Meal during project @PT. CK_MHU	IDR	1,500,000.00
Domestic Travel - Public Transportation	Transportation during project @PT. CK_MHU	IDR	500,000.00

Total IDR : Rp 2,500,000.00
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

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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