



# TRAVEL & CASH ADVANCE REQUEST



|                |                                     |             |  |
|----------------|-------------------------------------|-------------|--|
| TCAR NO        | : TC-20230320-0043                  | TCAR Date   | : 28-03-2023                           |
| TCAR Status    | : APPROVED BY SUPERIOR              | Department  | : STANDARD JOB DEVELOPMENT & SOLUTIONS |
| Employee SN    | : 00029968                          | Division    | : MINING CS                            |
| Employee Name  | : MUHAMMAD HERVINDRA HAGENG PRADANA | Branch      | : HEAD OFFICE                          |
| Employee Email | : MUHAMMAD.H.H.PRAD@TRAKINDO.CO.ID  | Cost Center | : 10Z0230HL                            |

## TCAR Detail

|                   |                 |                         |       |
|-------------------|-----------------|-------------------------|-------|
| Purpose of Travel | : Leave Request | Travel with Assuredness | : Yes |
| Travel Type       | : Domestic      | Corp Credit Card Holder | : No  |
| Internal Order No | :               | Internal Order Name     | :     |
| WBS No            | :               |                         |       |

| Date       | Transport Method | From - To          | KTP              | Phone Number | Cost Center | Description  |
|------------|------------------|--------------------|------------------|--------------|-------------|--|
| 19-04-2023 | Air              | Jakarta - Surabaya | 3573020104940005 | 085731088299 |             | Block Annual Leave 6 Days Back to POH (M Hervindra Hageng Pradana)   |
| 26-04-2023 | Air              | Surabaya - Jakarta | 3573020104940005 | 085731088299 |             | Block Annual Leave 6 Days Back from POH (M Hervindra Hageng Pradana) |

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

## Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Non - Business

| Name                  | KTP              | Phone Number | Relationship | Description              |
|-----------------------|------------------|--------------|--------------|--------------------------|
| Whenni Kusumaningtyas | 3507146703960001 | 085731088299 | Spouse       | Annual Leave Back to POH |

## Cash Detail

Cash Advanced Usage Date : 19-04-2023 to 26-04-2023

| Expense Type | Description | Currency | Cash Requested |
|--------------|-------------|----------|----------------|
|--------------|-------------|----------|----------------|

Total IDR : Rp 0.00

Total USD : \$ 0.00

## Approval Matrix

| SN       | Employee Name | Roles         | Email                          | Status   |
|----------|---------------|---------------|--------------------------------|----------|
| 00020278 | ZULFIADI      | HUMAN CAPITAL | zulfidi.susanto@trakindo.co.id | APPROVED |
| 00003010 | AGUS DIANTORO | SUPERIOR      | agus.diantoro@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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*This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.*