TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20230327-0036	TCAR Date	: 07-04-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: TECHNOLOGY MINESTAR SUPPORT
Employee SN	: 00030286	Division	: MINING CS
Employee Name	: HENDRA RIZKI HADIPUTRA	Branch	: HEAD OFFICE
Employee Email	: HENDRA.HADIPUTRA@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	: T2301DE43922	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
02-04-2023	Air	Jakarta - Banjarmasin	3319092704870002	08119149227		CK BMB - MIneStar Project Support
02-04-2023	Land	Banjarmasin - Rantau	3319092704870002	08119149227		CK BMB - MIneStar Project Support
12-04-2023	Land	Rantau - Tanjung Adaro				MineStar™ Health Workshop at BUMA Adaro
14-04-2023	Land	Tanjung Adaro - Banjarmasin				Return to Jakarta.
14-04-2023	Air	Banjarmasin - Jakarta	3319092704870002	08119149227		Return to Jakarta

Cash Detail

Cash Advanced Usage Date   : 02-04-2023 to 14-04-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Laundry during travel. CK BMB - MIneStar Project Support	IDR	350,000.00
Domestic Travel - Meals	Meals during travel. CK BMB - MIneStar Project Support	IDR	3,150,000.00
	Total IDR :		Rp 3,500,000.00
	Total USD :		$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
10000125	JOSHUA MICHAEL STAGG	SUPERIOR	joshua.stagg@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.