



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230328-0135	TCAR Date	: 04-04-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: HR CENTRAL SERVICES
Employee SN	: 00040569	Division	: HR
Employee Name	: GEMILANG ADI PERDANA	Branch	: HEAD OFFICE
Employee Email	: GEMILANG.PERDANA@TRAKINDO.CO.ID	Cost Center	: 10Z0299JB

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE38031	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
02-04-2023	Air	Jakarta - Balikpapan	3671062501790006	08121028456		To conduct outsources audit in Bpn (ES) & Sangatta (NKAL)
05-04-2023	Air	Balikpapan - Sangatta	3671062501790006	08121028456		to conduct audit at Sangatta (ES)
10-04-2023	Air	Jakarta - Manado	3671062501790006	08121028456		Conduct audit in Manado (EIA)
07-04-2023	Air	Sangatta - Balikpapan	3671062501790006	08121028456		Back to Bppn after audit in Sangatta
07-04-2023	Air	Balikpapan - Jakarta	3671062501790006	08121028456		Back to Jakarta after audit in Sangatta & Balikpapan
12-04-2023	Air	Manado - Jakarta	3671062501790006	08121028456		Back to Jakarta after conduct audit at EIA (Manado)

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

Cash Detail

Cash Advanced Usage Date : 02-04-2023 to 12-04-2023

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00
Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00006291	FERRY MARCOS BUTARBUTAR	SUPERIOR	fbutarbutar@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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