



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230329-0064	TCAR Date	: 25-08-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: ER/IR SERVICES
Employee SN	: 00006764	Division	: HR
Employee Name	: ALBERT SONY S MOMOT	Branch	: HEAD OFFICE
Employee Email	: ALBERT.S.MOMOT@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	: T2301DE20524	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
02-04-2023	Air	Jakarta - Balikpapan	9109012309710002	08114905161		Cobus for Audit Outsourcing Implementation in NKAL Area.
06-04-2023	Air	Balikpapan - Jakarta	9109012309710002	08114905161		Back to Jakarta
09-04-2023	Air	Jakarta - Makassar	9109012309710002	08114905161		Cobus - Audit Outsourcing Phase-1 Makasar & Soroako
10-04-2023	Land	Makassar - Makassar				Transport from Hotel Panakukan to Office TU Makasar
11-04-2023	Land	Makassar - Makassar				Transport Hotel at panakukan, to Pool Bus to Soroako
12-04-2023	Land	Soroako - Soroako				Lunch at Soroako
13-04-2023	Land	Soroako - Makassar				Transport from Soroako to Makasar & to Offcie at Makasar
14-04-2023	Land	Makassar - Makassar				Transport from Hotel, Office & bandara Sultan Hasanuddin
15-04-2023	Land	Makassar - Makassar				Transportasi from Hotel to Bandara Sultan Hasanuddin Makasar

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 15-04-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	For Support Cost Accom, if not prepared by the area/branch.	IDR	2,000,000.00
Domestic Travel - Meals	Cost for Meals, if not prepared by the area/branch.	IDR	1,500,000.00
Domestic Travel - Public Transportation	Cost For Public Transportation (Bus Makasar-Soroako PP) & other cost related transportation if not prepared by the area/branch.	IDR	1,500,000.00

Total IDR :

Rp 5,000,000.00

Total USD :

\$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00040569	GEMILANG ADI PERDANA	SUPERIOR	gemilang.perdana@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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