



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230404-0145	TCAR Date	: 10-04-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: WARRANTY MANAGEMENT
Employee SN	: 00017005	Division	: SVC EXCEL SUPP
Employee Name	: ASRUL SANI	Branch	: HEAD OFFICE
Employee Email	: ASRUL.SANI@TRAKINDO.CO.ID	Cost Center	: 10Z0260LZ

## TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: 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
02-05-2023	Land	Surabaya - Depok				Leave 2023
23-04-2023	Land	Depok - Surabaya				Leave 2023

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
Novia Rosida	3508155011850008	085648204844	Spouse	Leave 2023
Nayla Zulfia Sani	3508155011850008	085648204844	Child	Leave 2023
Fariq Akhdan Rafassya	3508155011850008	085648204844	Child	Leave 2023

## Cash Detail

Cash Advanced Usage Date : 23-04-2023 to 02-05-2023

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
00020278	ZULFIADI	HUMAN CAPITAL	zulfiadi.susanto@trakindo.co.id	APPROVED
00005817	HERRY SETYAWAN ANWARRYANTO	SUPERIOR	hery.setyawan@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.*