



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230428-0055	TCAR Date	: 02-05-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: MKT COMMUNICATION (CONVENTIONAL) MGMT.
Employee SN	: 00034689	Division	: CX & MKT COMM
Employee Name	: RULAN AZMI MOHAMMAD	Branch	: HEAD OFFICE
Employee Email	: RULAN.MOHAMMAD@TRAKINDO.CO.ID	Cost Center	: 10Z0299FM

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: Yes
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE21078	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
04-05-2023	Air	Jakarta - Medan	3174060210840007	08119424786		Survey Roadshow Medan
05-05-2023	Air	Medan - Jakarta	3174060210840007	08119424786		Back to Hometown

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

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Oky Dermawan	33720329078300 04		Canvas Adikinarya Pradana	Canvas Adikinarya Pradana	
Novie Alexander Yohanes Sahidi	32750217117100 13		Canvas Adikinarya Pradana	Canvas Adikinarya Pradana	
Muhammad Dhany Hudaya	36740112067800 04		Canvas Adikinarya Pradana	Canvas Adikinarya Pradana	
Surono	33100326088600 01		Canvas Adikinarya Pradana	Canvas Adikinarya Pradana	
Yusianto Adhe Prasetyo	32760422107200 03		Canvas Adikinarya Pradana	Canvas Adikinarya Pradana	

Cash Detail

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

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
00048730	DERRY AFIFUDIN ADIWIJAYA	SUPERIOR	derry.adiwijaya@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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