



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230502-0190	TCAR Date	: 05-05-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: DEMAND PLANNING
Employee SN	: 10002276	Division	: PARTS SC
Employee Name	: NINA SALSABILA SULISTIANI	Branch	: HEAD OFFICE
Employee Email	: NINA.SULISTIANI@TRAKINDO.CO.ID	Cost Center	: 10Z0230LY

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE44601	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
07-05-2023	Air	Jakarta - Pekanbaru	3174074909990001	085770287841		Piloting Training Parts Demand & Supply Planning at STC Pekanbaru
10-05-2023	Air	Pekanbaru - Jakarta	3174074909990001	085770287841		Piloting Training Parts Demand & Supply Planning at STC Pekanbaru

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

Cash Detail

Cash Advanced Usage Date : 07-05-2023 to 10-05-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Makan selama 8 hari	IDR	1,400,000.00
Domestic Travel - Public Transportation	Taxi from and to airport Pekanbaru (2x PP)	IDR	600,000.00

Total IDR : Rp 2,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00002942	IWAN KURNIAWAN	SUPERIOR	iwana.kurniawan@trakindo.co.id	APPROVED
00005187	RUDI PAIS	SUPERIOR	rudi.pais@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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