



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230504-0071	TCAR Date	: 17-05-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCT
Employee SN	: 00003227	Division	: C&F MKT & SLS
Employee Name	: ARIE SUHENDRO	Branch	: HEAD OFFICE
Employee Email	: ARIE.SUHENDRO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MF

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE44681	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
09-05-2023	Air	Jakarta - Palembang	1207060802730001	08127560163		Meeting with MHP - Yuki Kobayashi - Operational Director
11-05-2023	Air	Palembang - Pekanbaru	1207060802730001	08127560163		Final insfoection SP Installation PT HRI and PT PMPA
23-05-2023	Air	Pekanbaru - Jakarta	1207060802730001	08127560163		Back to base

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

Cash Detail

Cash Advanced Usage Date : 09-05-2023 to 23-05-2023

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
00004249	ROZY ANDRIANTO	SUPERIOR	randrianto@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.