TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20230510-0080	TCAR Date	: 16-05-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: WORKPLACE TRAINER
Employee SN	: 00006235	Division	: HR
Employee Name	: SAFAR ANGGORO	Branch	: HEAD OFFICE
Employee Email	: SAFAR.PURNOMO@TRAKINDO.CO.ID	Cost Center	: 10Z0299JC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE18237	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
14-05-2023	Air	Pekanbaru - Padang				Resertifikasi teknisi Padang. Menggunakan IO Surya Setiawan. 10F1860HA
03-06-2023	Land	Padang - Pekanbaru			10F1899 HT	Travel Back to Pekanbaru Branch

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

Cash Detail

Cash Advanced Usage Date   : 14-05-2023 to 03-06-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry		IDR	1,000,000.00
Domestic Travel - Meals		IDR	2,000,000.00
Domestic Travel - Public Transportation		IDR	1,000,000.00
		Total IDR :	Rp 4,000,000.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00002795	SUMARDI	SUPERIOR	sumardi@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.