



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230510-0104	TCAR Date	: 22-05-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: INFRA SERVICES
Employee SN	: 10000289	Division	: D&IT
Employee Name	: FIRMAN SWORO	Branch	: HEAD OFFICE
Employee Email	: FIRMAN.SWORO@TRAKINDO.CO.ID	Cost Center	: 10Z0299KC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Overseas	Corp Credit Card Holder	: No
Internal Order No	: T2302IE44871	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
28-05-2023	Air	Jakarta - Denpasar	3171080105810009	628119245696		Timor Leste Assessment
29-05-2023	Air	Denpasar - Timor-Leste	3171080105810009	628119245696		Timor Leste Assessment
31-05-2023	Air	Timor-Leste - Denpasar	3171080105810009	628119245696		Timor Leste Assessment
01-06-2023	Air	Denpasar - Jakarta	3171080105810009	628119245696		Timor Leste Assessment

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

Cash Detail

Cash Advanced Usage Date : 28-05-2023 to 01-06-2023

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	\$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00034153	ARI WIDAYANTI	SUPERIOR	ari.widayanti@trakindo.co.id	APPROVED
00040857	DANIEL SETYADI	SUPERIOR	daniel.setyadi@trakindo.co.id	APPROVED
00000415	RACHMAT SOBARI HAMAMI	SUPERIOR	bhamami@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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