



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230512-0057	TCAR Date	: 22-05-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: APPLICATION ENGINEERING
Employee SN	: 00050218	Division	: C&F MKT & SLS
Employee Name	: SASONO WIDI HUSODO	Branch	: HEAD OFFICE
Employee Email	: SASONO.HUSODO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MJ

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE44868	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
29-05-2023	Air	Jakarta - Bandar Lampung	3275021710850009	0811877334		Site Visit Bersama CAT
02-06-2023	Air	Bandar Lampung - Jakarta	3275021710850009	0811877334		Site Visit Bersama CAT

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

Cash Detail

Cash Advanced Usage Date : 29-05-2023 to 02-06-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Makan Selama 5 Hari	IDR	1,500,000.00
Domestic Travel - Public Transportation	Taksi dari Bandara - Hotel (PP)	IDR	500,000.00

Total IDR : Rp 2,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00050074	FAIZAL KEVIN FEBRIAN	SUPERIOR	faizal.febrian@trakindo.co.id	APPROVED
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.

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