



TRAVEL & CASH ADVANCE REQUEST



| | | | |
|----------------|-------------------------------|-------------|---------------------------------|
| TCAR NO | : TC-20230519-0086 | TCAR Date | : 23-05-2023 |
| TCAR Status | : APPROVED BY SUPERIOR | Department | : ENGINE TECHNICAL COMMUNICATOR |
| Employee SN | : 00006165 | Division | : SVC EXCEL SUPP |
| Employee Name | : FEBRI YADI ASWARI | Branch | : HEAD OFFICE |
| Employee Email | : FEBRI.ASWARI@TRAKINDO.CO.ID | Cost Center | : 10Z0260LQ |

TCAR Detail

| | | | |
|-------------------|-----------------|-------------------------|------|
| Purpose of Travel | : Business Trip | Travel with Asuredness | : No |
| Travel Type | : Domestic | Corp Credit Card Holder | : No |
| Internal Order No | : T2301DE45183 | Internal Order Name | : |
| WBS No | : | | |

| Date | Transport Method | From - To | KTP | Phone Number | Cost Center | Description |
|------------|------------------|--------------------|------------------|--------------|-------------|--|
| 22-05-2023 | Air | Jakarta - Ambon | 1671150902820001 | 08116054454 | | Support inspection marine C32 propultion n meeting service MKS |
| 31-05-2023 | Air | Makassar - Jakarta | 1671150902820001 | 08116054454 | | Support inspection marine C32 propultion n meeting service MKS |
| 27-05-2023 | Air | Ambon - Makassar | 1671150902820001 | 08116054454 | | Support inspection marine C32 propultion n meeting service MKS |

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

Cash Detail

Cash Advanced Usage Date : 22-05-2023 to 31-05-2023

| Expense Type | Description | Currency | Cash Requested |
|---|-------------------------------------|----------|----------------|
| Domestic Travel - Meals | Daily Meals during travel | IDR | 2,000,000.00 |
| Domestic Travel - Public Transportation | Daily transportation during travell | IDR | 1,000,000.00 |

Total IDR : Rp 3,000,000.00

Total USD : \$ 0.00

Approval Matrix

| SN | Employee Name | Roles | Email | Status |
|----------|------------------|----------|--------------------------|----------------------|
| 00003897 | ASWIN HENDARKO | SUPERIOR | ahendarko@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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