



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230602-0100	TCAR Date	: 17-07-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: TECHNOLOGY SUBSCRIPTIONS
Employee SN	: 10000396	Division	: MINING CS
Employee Name	: MARETA PUTRI LISTIANDINI	Branch	: HEAD OFFICE
Employee Email	: MARETA.P.LISTIANDINI@TRAKINDO.CO.ID	Cost Center	: 10Z0230HQ

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE45662	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
20-07-2023	Air	Jakarta - Banjarmasin	3174065703950003	087788996601		Preparing for Mining Expo
21-07-2023	Air	Banjarmasin - Jakarta	3174065703950003	087788996601		Preparing for Mining Expo

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

Cash Detail

Cash Advanced Usage Date : 20-07-2023 to 21-07-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Rp 50,000 per laundry for 4 days	IDR	200,000.00
Domestic Travel - Meals	Rp 175,000 per meal, 2 meals per day for 8 days	IDR	2,800,000.00

Total IDR : Rp 3,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
10000125	JOSHUA MICHAEL STAGG	SUPERIOR	joshua.stagg@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.

correct information is as stated in the system.