



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230608-0102	TCAR Date	: 13-06-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: SC PROCUREMENT COMPLIANCE
Employee SN	: 00031677	Division	: SC COMP & PROC
Employee Name	: DINNAR BUDIARTI	Branch	: HEAD OFFICE
Employee Email	: DINNAR.BUDIARTI@TRAKINDO.CO.ID	Cost Center	: 10Z0299JP

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE45927	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
19-06-2023	Air	Tangerang - Surabaya	1902015903840005	081210170517		pesawat dari jakarta -Surabaya
19-06-2023	Land	Bogor - Tangerang	1902015903840005	081210170517		taxi dari rumah ke bandara
23-06-2023	Air	Surabaya - Tangerang	1902015903840005	081210170517		bandara surabaya ke Soekarno hatta
23-06-2023	Land	Tangerang - Bogor				taxi dari bandara soeta ke rumah kab. bogor

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

Cash Detail

Cash Advanced Usage Date : 19-06-2023 to 23-06-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	akomodasi ke surabaya	IDR	1,000,000.00

Total IDR : Rp 1,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00002586	BUDIANTO HUTABARAT	SUPERIOR	budianto@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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