



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230620-0012	TCAR Date	: 23-06-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: DESIGN ENGINEERING
Employee SN	: 10000973	Division	: POWER SYSTEMS
Employee Name	: IRFAN MURTADLO	Branch	: HEAD OFFICE
Employee Email	: IRFAN.MURTADLO@TRAKINDO.CO.ID	Cost Center	: 10K0220FE

## TCAR Detail

Purpose of Travel	: Power System Project	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	: P-M0073-1-1-1-3-1-2		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
20-06-2023	Land	Surabaya - Madiun				Inspection parts completion
24-06-2023	Land	Madiun - Surabaya				back to Surabaya

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

## Cash Detail

Cash Advanced Usage Date : 20-06-2023 to 24-06-2023

Expense Type	Description	Currency	Cash Requested
Power System Project - Accomodation	Fuel, parking and tol	IDR	2,000,000.00
Power System Project - Meals	meals for lunch and dinner for 3 days travel	IDR	1,000,000.00

Total IDR : Rp 3,000,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00006743	JOKO SUSILO	SUPERIOR	joko.susilo@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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