TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20230621-0086	TCAR Date	: 23-06-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: WARRANTY MANAGEMENT
Employee SN	: 00025169	Division	: SVC EXCEL SUPP
Employee Name	: ROY RICARDO	Branch	: HEAD OFFICE
Employee Email	: ROY.RICARDO@TRAKINDO.CO.ID	Cost Center	: 10Z0260LZ

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE37844	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
03-07-2023	Air	Jakarta - Palembang				05-07 July : Conduct Internal Audit Warranty.
07-07-2023	Air	Palembang - Jakarta				Back to Jakarta

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

Cash Detail

Cash Advanced Usage Date   : 03-07-2023 to 07-07-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Laundry selama travel	IDR	300,000.00
Domestic Travel - Meals	Meals selama travel	IDR	800,000.00
Domestic Travel - Public Transportation	Transport selama travel	IDR	400,000.00
		Total IDR :	Rp 1,500,000.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00005817	HERRY SETYAWAN ANWARRYANTO	SUPERIOR	hery.setyawan@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.