



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230628-0087	TCAR Date	: 07-07-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: TECHNICAL SOLUTIONS
Employee SN	: 00034529	Division	: MINING CS
Employee Name	: DANIEL TALLULEMBANG	Branch	: HEAD OFFICE
Employee Email	: DANIEL.TALLULEMBANG@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	: T2301DE39474	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
14-07-2023	Land	Sangatta - Samarinda				Install pre-cleaner and rotary head on MD6200 at Cakung
14-07-2023	Air	Samarinda - Jakarta	640804130773002	08125439250		Install pre-cleaner and rotary head on MD6200 at Cakung
18-07-2023	Air	Jakarta - Palembang	640804130773	08125439250		Visit to Tanjung Enim
18-07-2023	Land	Palembang - Muara Enim				Visit to Muara Enim
22-07-2023	Land	Muara Enim - Palembang				travel back after visit to Tanjung Enim
22-07-2023	Air	Palembang - Jakarta	640804130773	08125439250		travel back after visit from Tanjung Enim
23-07-2023	Air	Jakarta - Balikpapan	640804130773	08125439250		Travel back after visit from Tanjung Enim
24-07-2023	Land	Balikpapan - Sangatta				Travel back after visit from Tanjung Enim

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

Cash Detail

Cash Advanced Usage Date : 14-07-2023 to 24-07-2023

Expense Type	Description	Currency	Cash Requested
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Total IDR :	Rp 0.00
Total USD :	\$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00039062	FABIAN SCHULZ	SUPERIOR	fabian.schulz@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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