



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230630-0034	TCAR Date	: 01-08-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: CORPORATE SOCIAL RESPONSIBILITY (CSR)
Employee SN	: 00024611	Division	: COR COMM & CSR
Employee Name	: DHISA MERLANY ARDHINI AIPASSA	Branch	: HEAD OFFICE
Employee Email	: DHISA.AIPASSA@TRAKINDO.CO.ID	Cost Center	: 10Z0299JH

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE24236	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
12-08-2023	Air	Timika - Jakarta	64080458127700 03	081180102948		back from Kick Off SMP Timika
12-08-2023	Land	Jakarta - Jakarta				airport - home
04-08-2023	Land	Jakarta - Jakarta				home - airport
05-08-2023	Air	Jakarta - Sorong	64080458127700 03	081180102948		kick off smp sorong
08-08-2023	Air	Sorong - Makassar	64080458127700 03	081180102948		stayover di makassar sbml ke timika
09-08-2023	Air	Makassar - Timika	64080458127700 03	081180102948		kick off SMP di Timika

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

Cash Detail

Cash Advanced Usage Date : 04-08-2023 to 12-08-2023

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
00027857	CANDY N.D. SIHOMBING	SUPERIOR	candy.sihombing@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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