TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20230630-0037	TCAR Date	: 04-08-2023
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	: T2301DE42535	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
24-08-2023	Land	Jakarta - Jakarta				kick Off SMP Balikpapan
25-08-2023	Land	Jakarta - Jakarta				back from kick off SMP Balikpapan
24-08-2023	Air	Jakarta - Balikpapan	6408045812770003	081180102948		kick off SMP Balikpapan
25-08-2023	Air	Balikpapan - Jakarta	6408045812770003	081180102948		back from Kick Off SMP Balikpapan

Cash Detail

Cash Advanced Usage Date : 24-08-2023 to 25-08-2023

Expense Type	Description	Currency	Cash Requested
		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.