Trakindo CAT

TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20230704-0056	TCAR Date	: 11-07-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: APPLICATION ENGINEERING
Employee SN	: 00050210	Division	: MINING MKT&SLS
Employee Name	: PUJI RUSWANTO	Branch	: HEAD OFFICE
Employee Email	: PUJI.RUSWANTO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MI

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE46760	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
10-07-2023	Air	Jakarta - Balikpapan	3175050306830004	08118517915		Seisimic Test at Hasnur site Riung
10-07-2023	Land	Balikpapan - Melak	3175050306830004	08118517915		Seisimic Test at Hasnur site Riung
12-07-2023	Sea	Melak - Samarinda				back to home
12-07-2023	Land	Samarinda - Balikpapan				Back to home
13-07-2023	Air	Balikpapan - Jakarta	3175050306830004	08118517915		Back to home

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

Cash Detail

Cash Advanced Usage Date   : 10-07-2023 to 13-07-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meals 6 Days	IDR	3,000,000.00
		Total IDR :	Rp 3,000,000.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00028327	IRFAN FIRDAUS	SUPERIOR	irfan.firdaus@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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