



TRAVEL & CASH ADVANCE REQUEST



| | | | |
|----------------|---------------------------------------|-------------|-----------------|
| TCAR NO | : TC-20230710-0101 | TCAR Date | : 17-07-2023 |
| TCAR Status | : APPROVED BY SUPERIOR | Department | : COMMODITY |
| Employee SN | : 10000556 | Division | : C&F MKT & SLS |
| Employee Name | : ANASTASYA INDAH HARYANTI | Branch | : HEAD OFFICE |
| Employee Email | : ANASTASYA.I.HARYANTI@TRAKINDO.CO.ID | Cost Center | : 10Z0299MG |

TCAR Detail

| | | | |
|-------------------|-----------------|-------------------------|------|
| Purpose of Travel | : Business Trip | Travel with Asuredness | : No |
| Travel Type | : Domestic | Corp Credit Card Holder | : No |
| Internal Order No | : T2301DE47093 | Internal Order Name | : |
| WBS No | : | | |

| Date | Transport Method | From - To | KTP | Phone Number | Cost Center | Description |
|------------|------------------|------------------------|------------------|--------------|-------------|--|
| 14-07-2023 | Air | Palangkaraya - Jakarta | 3404104204940001 | 082140099924 | | back from business trip |
| 12-07-2023 | Air | Jakarta - Banjarmasin | 3404104204940001 | 082140099924 | | Reroute flight to Banjarmasin, flight to Palangkaraya full |

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

Cash Detail

Cash Advanced Usage Date : 12-07-2023 to 14-07-2023

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

Approval Matrix

| SN | Employee Name | Roles | Email | Status |
|----------|---------------------------|----------|----------------------------|----------------------|
| 00015283 | I DEWA MADE ARI DANANJAYA | SUPERIOR | i.dananjaya@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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