TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20230720-0139	TCAR Date	: 11-08-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: MKT COMMUNICATION (CONVENTIONAL)
Employee SN	: 00015301	Division	: CX & MKT COMM
Employee Name	: RIEZKI ARTHA JINGGA	Branch	: HEAD OFFICE
Employee Email	: RIEZKI.JINGGA@TRAKINDO.CO.ID	Cost Center	: 10Z0299FM

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE40567	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
21-08-2023	Air	Jakarta - Palembang	6471040111820002	08115416483		Trakindo Care PWS
24-08-2023	Air	Palembang - Jakarta	6471040111820002	08115416483		Trakindo Care PWS - travel back

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

Cash Detail

Cash Advanced Usage Date   : 21-08-2023 to 24-08-2023

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00034689	RULAN AZMI MOHAMMAD	SUPERIOR	rulan.mohammad@trakindo.co.id	APPROVED
00048730	DERRY AFIFUDIN ADIWIJAYA	SUPERIOR	derry.adiwijaya@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.