



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230723-0040	TCAR Date	: 26-07-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCT
Employee SN	: 00003787	Division	: POWER SYSTEMS
Employee Name	: HERU HERMAWAN N	Branch	: HEAD OFFICE
Employee Email	: HERU.HERMAWAN@TRAKINDO.CO.ID	Cost Center	: 10K0220FE

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: Yes
Internal Order No	: T23XXIE22079	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
07-08-2023	Air	Jakarta - Batam				Meeting with Satnusa (5 MW Gas Engine), Bintan Project (Data Centre), KTU (Tug and Barge) and 3xXQC1600 Opportunity Visit
11-08-2023	Air	Batam - Jakarta				Travel Back

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

Cash Detail

Cash Advanced Usage Date : 07-08-2023 to 11-08-2023

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
00002961	RACHMAT EA MULJOSANTOSO	SUPERIOR	emuljosantoso@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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