



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230724-0170	TCAR Date	: 24-07-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: ACCOUNTING
Employee SN	: 00016535	Division	: FINANCE
Employee Name	: REVANTIO	Branch	: HEAD OFFICE
Employee Email	: REVANTIO@TRAKINDO.CO.ID	Cost Center	: 10Z0299KA

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE47587	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
27-07-2023	Air	lombok - Jakarta	3174040306850002	081113000776		Bank Visit
26-07-2023	Air	Jakarta - lombok	3174040306850002	081113000776		Tidak dapat tiket

Cash Detail

Cash Advanced Usage Date : 26-07-2023 to 27-07-2023

Expense Type	Description	Currency	Cash Requested
--------------	-------------	----------	----------------

Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00044952	INDRA PRATAMA	SUPERIOR	pratama.indra@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.

This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.