



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230724-0193	TCAR Date	: 25-07-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: CORPORATE LEGAL
Employee SN	: 00041549	Division	: LEGAL
Employee Name	: NURTIYANA	Branch	: HEAD OFFICE
Employee Email	: NURTIYANA@TRAKINDO.CO.ID	Cost Center	: 10Z0299LL

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE38034	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
27-07-2023	Air	Jakarta - Medan	3273246111870002	081320777432		Pendampingan TUS untuk bertemu dengan customer
28-07-2023	Air	Medan - Jakarta				Pendampingan TUS untuk bertemu dengan customer

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

Cash Detail

Cash Advanced Usage Date : 27-07-2023 to 28-07-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	transportasi selama di Medan	IDR	500,000.00
Domestic Travel - Meals	Makan selama perjalanan dinas	IDR	1,000,000.00

Total IDR : Rp 1,500,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
10000383	INDRA PRASETYA	SUPERIOR	indra.prasetya@trakindo.co.id	APPROVED
00015822	HILMAN K NURAKHMAN	SUPERIOR	hilman.nurakhman@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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