



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230725-0112	TCAR Date	: 10-08-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: TREASURY CASH MANAGEMENT
Employee SN	: 10000071	Division	: FINANCE
Employee Name	: TEGUH TRI UTOMO	Branch	: HEAD OFFICE
Employee Email	: TEGUH.T.UTOMO@TRAKINDO.CO.ID	Cost Center	: 10Z0299KB

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE40815	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
06-08-2023	Air	Jakarta - Batulicin	3174062801930003	081286266833		FA Tagging 2023
11-08-2023	Air	Batulicin - Jakarta	3174062801930003	081286266833		Back to Jakarta

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

## Cash Detail

Cash Advanced Usage Date : 06-08-2023 to 11-08-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	makan 7 hari	IDR	2,000,000.00

Total IDR : Rp 2,000,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
10000797	ANJAR WULAN AHSANI	SUPERIOR	anjar.w.ahsani@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.*