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