



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230726-0119	TCAR Date	: 09-08-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: CONTRACT DEVELOPMENT
Employee SN	: 10001961	Division	: COMMER & CM
Employee Name	: UNGGUL MUHAMMAD PRIBADI	Branch	: HEAD OFFICE
Employee Email	: UNGGUL.M.PRIBADI@TRAKINDO.CO.ID	Cost Center	: 10Z0299LF

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE47676	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
06-08-2023	Air	Jakarta - Batulicin	3275040906950007	081333771448		Flight from Jakarta to Batulicin
06-08-2023	Land	Jakarta - Batulicin	3275040906950007	081333771448		Taxi from Jakarta to Batulicin
11-08-2023	Air	Batulicin - Jakarta	3275040906950007	081333771448		(RESCHEDULE) Flight from Batulicin to Jakarta
11-08-2023	Land	Batulicin - Jakarta	3275040906950007			(RESCHEDULE) Taxi from Batulicin 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
--------------	-------------	----------	----------------

Total IDR : Rp 0.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
10000592	MUHAMMAD SAUFIE	SUPERIOR	muhammad.saufie@trakindo.co.id	APPROVED
10000570	SHAUN MARK BROWN	SUPERIOR	shaun.brown@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	WAITING FOR APPROVAL

## File Attachment

Created Date	Created Name	File Name
7/26/2023 3:36:46 PM	Apps	Observe FA Tagging 2023 - FIN HO.pdf

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.*