TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20230727-0061	TCAR Date	: 01-08-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: ACCOUNT MANAGEMENT COAL MINING
Employee SN	: 00004375	Division	: MINING MKT&SLS
Employee Name	: HUTSON MAROJAHAN HUTAGALUNG	Branch	: HEAD OFFICE
Employee Email	: HUTSON@TRAKINDO.CO.ID	Cost Center	: 10Z0210FC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE40281	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
17-08-2023	Air	Palembang - Jakarta	7324021502750002	+628124239387		Site Visit WBK
14-08-2023	Air	Jakarta - Palembang	7324021502750002	+628124239387		Site WBK

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

Cash Detail

Cash Advanced Usage Date : 14-08-2023 to 17-08-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	site visit	IDR	1,000,000.00
Domestic Travel - Public Transportation	site visit	IDR	1,000,000.00
	Total IDR :		Rp 2,000,000.00
	Total USD :		$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
10002005	ARIO WIRAWAN	SUPERIOR	ario.wirawan@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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