



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230728-0112	TCAR Date	: 30-07-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: IMPORT EXPORT OPERATION
Employee SN	: 00035927	Division	: SC COMP & PROC
Employee Name	: ADE ARIFIN	Branch	: HEAD OFFICE
Employee Email	: ADE.ARIFIN@TRAKINDO.CO.ID	Cost Center	: 10Z0299JP

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE47753	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
01-08-2023	Air	Jakarta - Balikpapan	3216091901820004	08111032817		Prepare customs audit to PLB somber
03-08-2023	Air	Balikpapan - Jakarta	3216091901820004	08111032817		return to jakarta

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

## Cash Detail

Cash Advanced Usage Date : 01-08-2023 to 03-08-2023

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00040230	FAJAR IMAM GUSTIAWAN	SUPERIOR	fajar.gustiawan@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.*