



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230801-0245	TCAR Date	: 03-08-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: SC COMPLIANCE
Employee SN	: 00002586	Division	: SC COMP & PROC
Employee Name	: BUDIANTO HUTABARAT	Branch	: HEAD OFFICE
Employee Email	: BUDIANTO@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	: T2301DE28741	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
04-08-2023	Air	Jakarta - Medan	732402160769000 2	08124210856		Bussiness trip
10-08-2023	Air	Medan - Pekanbaru	732402160769000 2	08124210856		bussiness trip
11-08-2023	Air	Pekanbaru - Jakarta	732402160769000 2	08124210856		return from bussiness trip

Cash Detail

Cash Advanced Usage Date : 04-08-2023 to 11-08-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	transport,meals,laundry & others	IDR	1,500,000.00

Total IDR : Rp 1,500,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00034539	HENDI GUNADI	SUPERIOR	hendi.gunadi@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.