



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230801-0255	TCAR Date	: 09-08-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: MACHINE TECHNICAL COMMUNICATOR
Employee SN	: 00012983	Division	: SVC EXCEL SUPP
Employee Name	: CANDRA PUROWENANG	Branch	: HEAD OFFICE
Employee Email	: CANDRA.PUROWENANG@TRAKINDO.CO.ID	Cost Center	: 10Z0260LR

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE47845	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
07-08-2023	Air	Jakarta - Balikpapan	340401170980001	08118961665		CAT-TU 6015 RCI Visit
07-08-2023	Land	Balikpapan - Samarinda	340401170980001	08118961665		CAT-TU 6015 RCI Visit
09-08-2023	Land	Samarinda - Bengal				CAT-TU meeting with UDU Bengal for FIO dilution
10-08-2023	Land	Bengalon - Balikpapan				CAT-TU CRC visit, CMM injector measurement
11-08-2023	Air	Balikpapan - Jakarta	340401170980001	08118961665		Back to Jakarta

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

## Cash Detail

Cash Advanced Usage Date : 07-08-2023 to 11-08-2023

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
00003164	WIDODO PUDYANTO	SUPERIOR	wpudyant@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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*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.*