TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20230808-0054	TCAR Date	: 16-08-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: TECHNOLOGY MINESTAR SUPPORT
Employee SN	: 10000960	Division	: MINING CS
Employee Name	: SAMUEL	Branch	: HEAD OFFICE
Employee Email	: SAMUEL.SAMUEL@TRAKINDO.CO.ID	Cost Center	: 10Z0230HQ

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE46225	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
20-08-2023	Air	Jakarta - Banjarmasin	3273230602910002	+6285722990001		CK BMB MineStar Fleet Project Support.
20-08-2023	Land	Banjarmasin - Rantau				CK BMB MineStar Fleet Project Support.
25-08-2023	Land	Rantau - Banjarmasin				CK BMB MineStar Fleet Project Support.
25-08-2023	Air	Banjarmasin - Jakarta	3273230602910002	+6285722990001		CK BMB MineStar Fleet Project Support.

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

Cash Detail

Cash Advanced Usage Date   : 20-08-2023 to 25-08-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Laundry Service for 7 Days. (Rp 50.000 / day)	IDR	350,000.00
Domestic Travel - Meals	9 Days x Rp 350.000 (Rp 175.000 / meal / person).	IDR	3,150,000.00

Total IDR :   Rp 3,500,000.00

Total USD : $ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
10000125	JOSHUA MICHAEL STAGG	SUPERIOR	joshua.stagg@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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