



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230816-0016	TCAR Date	: 12-09-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: COMMODITY
Employee SN	: 00008829	Division	: MINING MKT&SLS
Employee Name	: SATRIA SETIAWAN	Branch	: HEAD OFFICE
Employee Email	: SATRIA.SETIAWAN@TRAKINDO.CO.ID	Cost Center	: 10Z0299MB

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE48407	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
17-08-2023	Air	Jakarta - Balikpapan	6471041402860003	08115915538		Review & Discussion CRC & MRC MPL in Balikpapan
17-09-2023	Air	Balikpapan - Jakarta	6471041402860003	08115915538		Travel Back to base

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

## Cash Detail

Cash Advanced Usage Date : 17-08-2023 to 17-09-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Public Transportation		IDR	1,000,000.00

Total IDR : Rp 1,000,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00029247	ANTONIO ALEJANDRO PINO VILCHES	SUPERIOR	antonio.vilches@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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