



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230821-0052	TCAR Date	: 28-08-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: STANDARD JOB DEVELOPMENT & SOLUTIONS
Employee SN	: 10000545	Division	: MINING CS
Employee Name	: MUHAMMAD SUTAN DWICAHYO	Branch	: HEAD OFFICE
Employee Email	: MUHAMMAD.S.DWICAHYO@TRAKINDO.CO.ID	Cost Center	: 10Z0230HL

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE48484	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
04-09-2023	Air	Jakarta - Balikpapan	3404072612910001	0811544332		Set up Flat Rate Price based on Repair Option Program with Model 777 & 773 MRC
08-09-2023	Air	Balikpapan - Jakarta	3404072612910001	0811544332		Set up Flat Rate Price based on Repair Option Program with Model 777 & 773 MRC

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

Cash Detail

Cash Advanced Usage Date : 04-09-2023 to 08-09-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	Laundry at Hotel for 4 days	IDR	500,000.00
Domestic Travel - Meals	Meals for 5 days	IDR	1,000,000.00
Domestic Travel - Public Transportation	Transport from Hotel to Trakindo km13 (PP)	IDR	500,000.00

Total IDR : Rp 2,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003010	AGUS DIANTORO	SUPERIOR	agus.diantoro@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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