TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20231002-0227	TCAR Date	: 08-10-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCT
Employee SN	: 00003227	Division	: C&F MKT & SLS
Employee Name	: ARIE SUHENDRO	Branch	: HEAD OFFICE
Employee Email	: ARIE.SUHENDRO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MF

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE50435	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
05-10-2023	Air	Jakarta - Medan				Launching 313LGP
07-10-2023	Air	Medan - Jakarta				Back to base
12-10-2023	Air	Jakarta - Jambi				Launching 313LGP
21-10-2023	Air	Palembang - Jakarta				back to base
15-10-2023	Air	Jambi - Pontianak				Roadshow Pontianak
18-10-2023	Air	Pontianak - Palembang				launching in Palembang

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

Cash Detail

Cash Advanced Usage Date   : 05-10-2023 to 21-10-2023

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00004249	ROZY ANDRIANTO	SUPERIOR	randrianto@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.

correct information is as stated in the system.