



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20231002-0293	TCAR Date	: 17-11-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: DESIGN ENGINEERING
Employee SN	: 10000973	Division	: POWER SYSTEMS
Employee Name	: IRFAN MURTADLO	Branch	: HEAD OFFICE
Employee Email	: IRFAN.MURTADLO@TRAKINDO.CO.ID	Cost Center	: 10K0220FE

TCAR Detail

Purpose of Travel	: Power System Project	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	: P-O104-1-1-1-3-1-1		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
02-10-2023	Land	Surabaya - Gresik				Travel to Depo Sewatama Gresik, prepare delivery to customer site
07-10-2023	Sea	Gresik - Lamongan				Shipment to customer via Lamongan Shorebase
07-10-2023	Sea	Lamongan - Gresik				deliver unit at platform of PT Prima Energi Bawean
15-10-2023	Sea	Gresik - Lamongan				Back to onshore via Lamongan Shorebase
15-11-2023	Land	Lamongan - Surabaya				Travel back
16-11-2023	Land	Surabaya - Bangkalan				Send completion parts
19-11-2023	Land	Bangkalan - Surabaya				Travel Back

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

Cash Detail

Cash Advanced Usage Date : 02-10-2023 to 19-11-2023

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
00006743	JOKO SUSILO	SUPERIOR	joko.susilo@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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