



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20231020-0056	TCAR Date	: 27-10-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATOR TRAINER
Employee SN	: 00024554	Division	: MINING MKT&SLS
Employee Name	: PUTUT EKO SURYANTORO	Branch	: HEAD OFFICE
Employee Email	: PUTUT.SURYANTORO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MI

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE51181	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
25-10-2023	Air	Jakarta - Kupang	3201032404810007	08111043946		Perjalanan menuju wetar transit kupang untuk mentraining MG14
26-10-2023	Air	Kupang - Wetar	3201032404810007	08111043946		Perjalanan menuju atambua untuk lanjut speedboat menuju wetar
30-10-2023	Air	Wetar - Kupang	3201032404810007	08111043946		Travel kembali dari site BTR setelah memberi training MG14
01-11-2023	Air	Kupang - Jakarta	3201032404810007	08111043946		Travelback after support training 2X MG 14 PT BTR wetar

## Cash Detail

Cash Advanced Usage Date : 25-10-2023 to 01-11-2023

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
00028327	IRFAN FIRDAUS	SUPERIOR	irfan.firdaus@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.*