



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20231113-0137	TCAR Date	: 30-11-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: SERVICE ADVISOR
Employee SN	: 00005725	Division	: POWER SYSTEMS
Employee Name	: IMAN SUMARTONO	Branch	: HEAD OFFICE
Employee Email	: IMAN.SUMARTONO@TRAKINDO.CO.ID	Cost Center	: 10K0230HN

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE52102	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Description
14-11-2023	Air	Batam - Nabire	2171091307839001	08127028746	Job Service PT PLN PERSERO (SO 8500246548)
02-12-2023	Air	Nabire - Batam	2171091307839001	08127028746	travel back job PT PLN

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

Cash Detail

Cash Advanced Usage Date : 14-11-2023 to 02-12-2023

Expense Type	Description	Cost Center	Currency	Cash Requested
Meals	Job service PT PLN Nabire (SO:8500246548) dan akan di charge ke coast center nantinya (10b5360HG)	Head Office - EM-Strategic Planning - 10K0230HN	IDR	2,000,000.00

Total IDR : Rp 2,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003145	MUHAMMAD SALEH	SUPERIOR	muhammad.saleh@trakindo.co.id	APPROVED
00002920	SONY DJUHANSYAH	SUPERIOR	sdjuhans@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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