



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20231117-0104	TCAR Date	: 06-12-2023
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	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE52290	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
19-11-2023	Air	Surabaya - Jakarta	3578240910890003	081336229640		Transit Jakarta for training Basic Technical For Non Technician
19-11-2023	Land	Jakarta - Bogor	3578240910890003	081336229640		travel from airport to Training Center Cileungsi
19-11-2023	Land	Surabaya - Surabaya	3578240910890003	081336229640		going to airport
01-12-2023	Land	Bogor - Jakarta	3578240910890003	081336229640		Meeting at HO
01-12-2023	Land	Jakarta - Bogor	3578240910890003	081336229640		Back to TC Dormitory
04-12-2023	Land	Bogor - Jakarta	3578240910890003	081336229640		meeting and coordination at HO
04-12-2023	Land	Jakarta - Surabaya	3578240910890003	081336229640		Back to home
05-12-2023	Land	Bogor - Jakarta	3578240910890003	081336229640		Meeting to HO
05-12-2023	Land	Jakarta - Bogor	3578240910890003	081336229640		Back to Home
06-12-2023	Land	Bogor - Jakarta	3578240910890003	081336229640		Meeting to HO
06-12-2023	Land	Jakarta - Jakarta	3578240910890003	081336229640		going to airport , travel back
10-12-2023	Air	Jakarta - Surabaya	3578240910890003	081336229640		back to placement Surabaya
10-12-2023	Land	Surabaya - Surabaya				back to home

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

Cash Detail

Cash Advanced Usage Date : 19-11-2023 to 10-12-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	2x meals (lunch and dinner)	IDR	1,700,000.00
Domestic Travel - Public Transportation	Public transport when Travel in Jakarta - Bogor	IDR	1,500,000.00

Total IDR : Rp 3,200,000.00

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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