



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20231118-0038	TCAR Date	: 29-11-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: RECRUITMENT
Employee SN	: 10002217	Division	: HR
Employee Name	: CEISHA KARTIKA NOVIANTI	Branch	: HEAD OFFICE
Employee Email	: CEISHA.NOVIANTI@TRAKINDO.CO.ID	Cost Center	: 10Z0299JB

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE52315	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
23-11-2023	Air	Jakarta - Makassar	3175024811000006	087888139133		Offline Recruitment Event in Sorowako
02-12-2023	Air	Makassar - Jakarta	3175024811000006	087888139133		Extended Offline Recruitment Event in Sorowako

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

Cash Detail

Cash Advanced Usage Date : 23-11-2023 to 02-12-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	2 x Rp 200.000/3 days	IDR	400,000.00
Domestic Travel - Meals	2x meals a day with total day of travel is 7 (2 x 7 = 14 x R 100.000)	IDR	1,400,000.00
Domestic Travel - Public Transportation	Transportation from/to Trakindo Makssar and Hotel	IDR	350,000.00

Total IDR : Rp 2,150,000.00
Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00048344	ANNAJM ARRADITA ANDHI AJENG	SUPERIOR	annajm.ajeng@trakindo.co.id	APPROVED
00040569	GEMILANG ADI PERDANA	SUPERIOR	gemilang.perdana@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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