



TRAVEL & CASH ADVANCE REQUEST



| | | | |
|----------------|----------------------------|-------------|-----------------------------|
| TCAR NO | : TC-20231119-0036 | TCAR Date | : 22-11-2023 |
| TCAR Status | : APPROVED BY SUPERIOR | Department | : OIL & GAS SALES EXECUTIVE |
| Employee SN | : 00013680 | Division | : POWER SYSTEMS |
| Employee Name | : ANDY APRIYANTO WIRA | Branch | : HEAD OFFICE |
| Employee Email | : ANDY.WIRA@TRAKINDO.CO.ID | Cost Center | : 10K0220FZ |

TCAR Detail

| | | | |
|-------------------|-----------------|-------------------------|------|
| Purpose of Travel | : Business Trip | Travel with Asuredness | : No |
| Travel Type | : Domestic | Corp Credit Card Holder | : No |
| Internal Order No | : T2301DE50821 | Internal Order Name | : |
| WBS No | : | | |

| Date | Transport Method | From - To | KT P | Phone Number | Cost Center | Description |
|------------|------------------|---------------------|------|--------------|-------------|-----------------------------------------|
| 20-11-2023 | Air | Medan - Jakarta | | | | Witness Load Test 2xC15 KPI Sei Pakning |
| 25-11-2023 | Air | Jakarta - Pekanbaru | | | | Travel back |

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

Cash Detail

Cash Advanced Usage Date : 20-11-2023 to 25-11-2023

| Expense Type | Description | Currency | Cash Requested |
|--------------|-------------|----------|----------------|
|--------------|-------------|----------|----------------|

Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

| SN | Employee Name | Roles | Email | Status |
|----------|------------------|----------|-----------------------------|----------------------|
| 00006659 | ENDRO BAWONO | SUPERIOR | endro.bawono@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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