



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20231121-0057	TCAR Date	: 28-11-2023
TCAR Status	: APPROVED BY OO	Department	: TECHNICAL SOLUTIONS
Employee SN	: 10002797	Division	: MINING CS
Employee Name	: FIRMAN SUBHAN NUGRAHA	Branch	: HEAD OFFICE
Employee Email	: FIRMAN.NUGRAHA@TRAKINDO.CO.ID	Cost Center	: 10Z0230HQ

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE52177	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Description
23-11-2023	Air	Jakarta - Banjarmasin	3206100603880003	08118482417	Travel to Banjarmasin
23-11-2023	Land	Banjarmasin - Batulicin	3206100603880003	3206100603880003	Travel to site
09-12-2023	Land	Batulicin - Banjarmasin			Back to Home
10-12-2023	Air	Banjarmasin - Jakarta	3206100603880003	08118482417	Back to Home

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 10-12-2023

Expense Type	Description	Cost Center	Currency	Cash Requested
Domestic Travel - Meals	For meal during travel	HO - Technical Solution - 10Z0230HQ	IDR	4,725,000.00
Domestic Travel - Meals	for additional meal during the project		IDR	2,700,000.00
Domestic Travel - Public Transportation	For Public transportation during travel	HO - Technical Solution - 10Z0230HQ	IDR	1,500,000.00

Total IDR : Rp 8,925,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00039062	FABIAN SCHULZ	SUPERIOR	fabian.schulz@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	APPROVED
AP	FINANCE AP	AP	-	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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