



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20231130-0062	TCAR Date	: 07-12-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: METSO SALES EXECUTIVE
Employee SN	: 00032857	Division	: C&F MKT & SLS
Employee Name	: ACHMAD FEBY SUPUFI	Branch	: HEAD OFFICE
Employee Email	: ACHMAD.SUPUFI@TRAKINDO.CO.ID	Cost Center	: 10Z0210FF

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE52776	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
04-12-2023	Air	Jakarta - Pangkalan Bun		08111464927		Support Tes Commisioning and Persiapan After Market saat Hand Over ST.4.8 PT Bumi Tambun Bungai
07-12-2023	Land	Pangkalan Bun - Palangkaraya				Meeting with customer Palangkaraya
09-12-2023	Air	Palangkaraya - Jakarta				Back to Office

Cash Detail

Cash Advanced Usage Date : 04-12-2023 to 09-12-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	For Meal at Site Customer	IDR	1,000,000.00
Domestic Travel - Public Transportation	Travel Domestik	IDR	1,000,000.00

Total IDR : Rp 2,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00034697	PAMUNGKAS TAUFIQ SAPUTRO	SUPERIOR	pamungkas.saputro@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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