



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20231213-0008	TCAR Date	: 13-12-2023
TCAR Status	: CANCELED BY SUPERIOR	Department	: MARINE & IE ACCOUNT MANAGEMENT
Employee SN	: 00006659	Division	: POWER SYSTEMS
Employee Name	: ENDRO BAWONO	Branch	: HEAD OFFICE
Employee Email	: ENDRO.BAWONO@TRAKINDO.CO.ID	Cost Center	: 10K0220FZ

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: Yes
Travel Type	: Domestic	Corp Credit Card Holder	: Yes
Internal Order No	: T2301DA53196	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
27-12-2023	Air	Jakarta - Denpasar				PT Peteka Fleet 1 Activity
30-12-2023	Air	Denpasar - Jakarta				Peteka Kontrak

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

## Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Abdul Rosid Asidiqi	3578232808980001		PT Pertamina Transko	PT Pertamina Transko	Assuredness
Yolanda Dwi Putri	3374136907950004		PT Pertamina Trans	PT Pertamina Trans	Assuredness
Zurrie Prabowo	3673012006930001		PT Pertamina Trans	PT Pertamina Trans	Assuredness
Rafael Rio A	3578032909870001		PT Pertamina Trans	PT Pertamina Trans	Assuredness
Arrum Bayinah A	3216225504960001		PT Pertamina Trans	PT Pertamina Trans	Assuredness

## Cash Detail

Cash Advanced Usage Date : 27-12-2023 to 30-12-2023

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	\$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00003278	T.SYAHRIAL ADNI	SUPERIOR	tsyahria@trakindo.co.id	APPROVED

OO	Office Operation	OO	-	WAITING FOR APPROVAL
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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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*This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.*