



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20231223-0006	TCAR Date	: 16-01-2024
TCAR Status	: POSTED TO SAP	Department	: HR CENTRAL SERVICES
Employee SN	: 00022255	Division	: HR
Employee Name	: ANDY WAHYU BUDY ARTO	Branch	: HEAD OFFICE
Employee Email	: ANDY.BUDYARTO@TRAKINDO.CO.ID	Cost Center	: 10Z0299JB

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: Yes
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE37696	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
27-12-2023	Air	Banjarmasin - Jakarta				
18-01-2024	Air	Jakarta - Banjarmasin		08115004227		Reschedule tiket kepulangan, karena perlu tambahan waktu untuk mencari sekolah anak di Jakarta

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

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Non - Business

Name	KTP	Phone Number	Relationship	Description
Dyah Mustikawati			Spouse	
Tefan Andy Kayana			Child	
Sarah Cordelia Latifa			Child	

Cash Detail

Cash Advanced Usage Date : 27-12-2023 to 18-01-2024

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00006291	FERRY MARCOS BUTARBUTAR	SUPERIOR	fbutarbutar@trakindo.co.id	APPROVED

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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