



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20240107-0014	TCAR Date	: 07-01-2024
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCT
Employee SN	: 00034521	Division	: MINING MKT&SLS
Employee Name	: KISWANTO	Branch	: HEAD OFFICE
Employee Email	: KISWANTO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MC

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: 1N24T1100170	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
10-01-2024	Air	Jakarta - Makassar	3201010211730009	0811194212		LHEX coverage project EIA
11-01-2024	Air	Makassar - Jakarta	3201010211730009	0811194212		LHEX coverage project EIA

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

## Cash Detail

Cash Advanced Usage Date : 10-01-2024 to 11-01-2024

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

Total IDR : Rp 0.00  
 Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
10000547	MARTIN JOHN WILLIAMS	SUPERIOR	martin.williams@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.

*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.*