



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20240108-0093	TCAR Date	: 13-01-2024
TCAR Status	: APPROVED BY SUPERIOR	Department	: SOLUTION ENGINEERING
Employee SN	: 10001418	Division	: POWER SYSTEMS
Employee Name	: YONGKI ADI PRATAMA PUTRA	Branch	: HEAD OFFICE
Employee Email	: YONGKI.A.P.PUTRA@TRAKINDO.CO.ID	Cost Center	: 10K0220FE

## TCAR Detail

Purpose of Travel	: Power System Project	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	: P-M0073-1-1-1-3-1-4		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
09-01-2024	Air	Jakarta - Surabaya	350921070194003	08119815211		PDI Project Dumas
15-01-2024	Air	Surabaya - Jakarta	350921070194003	08119815211		Project Dumas (PDI) - Demob Activity

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

## Cash Detail

Cash Advanced Usage Date : 09-01-2024 to 15-01-2024

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

Total IDR : Rp 0.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00006743	JOKO SUSILO	SUPERIOR	joko.susilo@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.*