Trakindo CAT

TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20240108-0107	TCAR Date	: 19-01-2024
TCAR Status	: APPROVED BY SUPERIOR	Department	: PARTS SUPPORT
Employee SN	: 00025544	Division	: MINING CS
Employee Name	: MUHAMMAD RIDHO AZHARI SORMIN	Branch	: HEAD OFFICE
Employee Email	: MUHAMMAD.SORMIN@TRAKINDO.CO.ID	Cost Center	: 10Z0230TL

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: 1N24T1100183	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
14-01-2024	Air	Bengkulu - Jakarta	9109091410930002	085354108140		On Job Training
20-01-2024	Air	Jakarta - Balikpapan	9109091410930002	085354108140		On Job Training

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

Cash Detail

Cash Advanced Usage Date   : 14-01-2024 to 20-01-2024

Expense Type	Description	Currency	Cash Requested
Domestic-BizTravel-CarRent	For meal and Taxi	IDR	2,000,000.00
		Total IDR :	Rp 2,000,000.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00026530	ROLAND MARLON TILAAR	SUPERIOR	roland.tilaar@trakindo.co.id	APPROVED
00005413	MUSTAFA	SUPERIOR	mustafa@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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