



TRAVEL & CASH ADVANCE REQUEST



TCAR NO : TC-20240117-0091 TCAR Date : 22-01-2024
TCAR Status : APPROVED BY SUPERIOR Department : PRODUCT
Employee SN : 00003227 Division : C&F MKT & SLS
Employee Name : ARIE SUHENDRO Branch : HEAD OFFICE
Employee Email : ARIE.SUHENDRO@TRAKINDO.CO.ID Cost Center : 10Z0299MF

TCAR Detail

Purpose of Travel : Business Trip Travel with Asuredness : No
Travel Type : Domestic Corp Credit Card Holder : No
Internal Order No : 1B24T1105736 Internal Order Name :
WBS No :

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
22-01-2024	Air	Jakarta - Pekanbaru				Meeting with customer HRI and Aneka Sumatrinindo
27-01-2024	Air	Pekanbaru - Jakarta				Back to base

Cash Detail

Cash Advanced Usage Date : 22-01-2024 to 27-01-2024

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00004249	ROZY ANDRIANTO	SUPERIOR	randrianto@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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