



# TRAVEL & CASH ADVANCE REQUEST



|                |                                   |             |                                 |
|----------------|-----------------------------------|-------------|---------------------------------|
| TCAR NO        | : TC-20240122-0149                | TCAR Date   | : 24-01-2024                    |
| TCAR Status    | : APPROVED BY SUPERIOR            | Department  | : EPG DIESEL ACCOUNT MANAGEMENT |
| Employee SN    | : 10001584                        | Division    | : POWER SYSTEMS                 |
| Employee Name  | : ANDRY IRMANDIANA                | Branch      | : HEAD OFFICE                   |
| Employee Email | : ANDRY.IRMANDIANA@TRAKINDO.CO.ID | Cost Center | : 10K0220FZ                     |

## TCAR Detail

|                   |                 |                         |      |
|-------------------|-----------------|-------------------------|------|
| Purpose of Travel | : Business Trip | Travel with Asuredness  | : No |
| Travel Type       | : Domestic      | Corp Credit Card Holder | : No |
| Internal Order No | : 1N24T1100177  | Internal Order Name     | :    |
| WBS No            | :               |                         |      |

| Date       | Transport Method | From - To           | KTP              | Phone Number | Cost Center | Description                                       |
|------------|------------------|---------------------|------------------|--------------|-------------|---|
| 23-01-2024 | Air              | Jakarta - Surabaya  | 3674071908810002 | 081210374181 |             | Meeting Sewatama & Join Kick Off meeting Sewatama |
| 25-01-2024 | Air              | Surabaya - Denpasar | 3674071908810002 | 081210374181 |             | Meeting Site Telkom Kaliasem Bali                 |
| 26-01-2024 | Air              | Denpasar - Jakarta  | 3674071908810002 | 081210374181 |             | Return JKT  |

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

## Cash Detail

Cash Advanced Usage Date : 23-01-2024 to 26-01-2024

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

Total IDR : Rp 0.00

Total USD : \$ 0.00

## Approval Matrix

| SN       | Employee Name    | Roles    | Email                   | Status               |
|----------|------------------|----------|-------------------------|----------------------|
| 00003278 | T.SYAHRIAL ADNI  | SUPERIOR | tsyahria@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.