



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20240124-0040	TCAR Date	: 29-01-2024
TCAR Status	: APPROVED BY SUPERIOR	Department	: MINING CI
Employee SN	: 00032885	Division	: MINING CS
Employee Name	: WAHYU EKO PRIYO UTOMO	Branch	: HEAD OFFICE
Employee Email	: WAHYU.UTOMO@TRAKINDO.CO.ID	Cost Center	: 10Z0230TQ

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: 1B24T1106326	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
30-01-2024	Air	Jakarta - Banjarmasin	3276050705790011	08115453479		SIS CI Project
30-01-2024	Land	Banjarmasin - Tanjung Adaro	3276050705790011	08115453479		SIS CI Project
04-02-2024	Land	Tanjung Adaro - MUARA TEWEH				Site visit HPU Muara Teweh
07-02-2024	Air	MUARA TEWEH - Banjarmasin	3276050705790011	08115453479		Return SPM visit SIS && HPU
07-02-2024	Air	Banjarmasin - Jakarta	3276050705790011	08115453479		Return SPM Site visit SIS && HPU

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

## Cash Detail

Cash Advanced Usage Date : 30-01-2024 to 07-02-2024

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

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00012418	RUSSELL M NOLAN	SUPERIOR	rnolan@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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*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.*