



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20240131-0059	TCAR Date	: 02-02-2024
TCAR Status	: APPROVED BY SUPERIOR	Department	: UE SERVICE & QUALITY
Employee SN	: 00011784	Division	: RUE
Employee Name	: Fitra Cahyo Trenggono	Branch	: HEAD OFFICE
Employee Email	: FITRA.TRENGGONO@TRAKINDO.CO.ID	Cost Center	: 10X5250FG

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: 1N24T1101005	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Description
08-02-2024	Air	Banyuwangi - Depok	3276041409790004	08118156906	kembali pulang
05-02-2024	Air	Depok - Banyuwangi	3276041409790004	08118156906	ke site PT. Merdeka Mining , Tumpang Pitu, Banyuwangi, untuk inspect 6x773

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

## Cash Detail

Cash Advanced Usage Date : 05-02-2024 to 08-02-2024

Expense Type	Description	Cost Center	Currency	Cash Requested
Accommodation		Rental & UE - Used Equipment - 10X5250FG	IDR	3,000,000.00
Meals		Rental & UE - Used Equipment - 10X5250FG	IDR	1,000,000.00

Total IDR : Rp 4,000,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00032994	KOSIM KARMAN	SUPERIOR	kosim.karman@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	WAITING FOR APPROVAL

## File Attachment

Created Date	Created Name	File Name
2/2/2024 8:38:55 AM	FITRA CAHYO TRENGGONO	20240130115419_inspectmachine.jpg

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.*