



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20240202-0007	TCAR Date	: 12-02-2024
TCAR Status	: APPROVED BY SUPERIOR	Department	: METSO SALES EXECUTIVE
Employee SN	: 00032857	Division	: C&F MKT & SLS
Employee Name	: ACHMAD FEBY SUPUFI	Branch	: HEAD OFFICE
Employee Email	: ACHMAD.SUPUFI@TRAKINDO.CO.ID	Cost Center	: 10Z0210FF

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: 1B24T1105712	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
19-02-2024	Air	Jakarta - Samarinda				Meeting wih KPC and TU Sangatta for Optimized Part LT106 and ST2.3
19-02-2024	Land	Samarinda - Sangatta				Travel to Gueshouse KPC
22-02-2024	Land	Sangatta - Samarinda				To Bandara Samarinda
22-02-2024	Air	Samarinda - Jakarta				Back to Office

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

Cash Detail

Cash Advanced Usage Date : 19-02-2024 to 22-02-2024

Expense Type	Description	Currency	Cash Requested
Domestic-BizTravel-CarRent	Rental Car (PP) Balikpapan - Sangatta	IDR	1,000,000.00
Domestic-BizTravel-Meals	Meal for 4 day	IDR	1,000,000.00

Total IDR : Rp 2,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00034697	PAMUNGKAS TAUFIQ SAPUTRO	SUPERIOR	pamungkas.saputro@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	WAITING FOR APPROVAL

File Attachment

Created Date	Created Name	File Name
2/5/2024 10:30:54 AM	DIANA ASTUTIK	Itennnary Activity visit Sangatta.pdf

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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