



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20240216-0067	TCAR Date	: 20-02-2024
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	: 1N24T1101518	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
25-02-2024	Air	Jakarta - Samarinda	3276050705790011	08115453479		SPM Site Visit Unggul Bengalon
25-02-2024	Land	Samarinda - Bengalon	3276050705790011	08115453479		SPM Site Visit Unggul Bengalon
27-02-2024	Land	Bengalon - Sangatta	3276050705790011	08115453479		SPM Site Visit KPC
29-02-2024	Land	Sangatta - Samarinda	3276050705790011	08115453479		SPM Site Visit HPU Separi
02-03-2024	Air	Samarinda - Tanjung Redeb	3276050705790011	08115453479		SPM Site Visit BUMA, Madhani, HPU Tg Redeb
08-03-2024	Air	Tanjung Redeb - Jakarta	3276050705790011	08115453479		Travel back to Jakarta

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

Cash Detail

Cash Advanced Usage Date : 25-02-2024 to 08-03-2024

Expense Type	Description	Currency	Cash Requested
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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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