



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20240216-0087	TCAR Date	: 18-02-2024
TCAR Status	: APPROVED BY SUPERIOR	Department	: PRODUCT
Employee SN	: 00003227	Division	: C&F MKT & SLS
Employee Name	: ARIE SUHENDRO	Branch	: HEAD OFFICE
Employee Email	: ARIE.SUHENDRO@TRAKINDO.CO.ID	Cost Center	: 10Z0299MF

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: 1B24T1105734	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
19-02-2024	Land	Bogor - Jakarta				Traning GCI
22-02-2024	Land	Bogor - Jakarta				Training GCI
23-02-2024	Air	Jakarta - Jambi				Sinarmas gathering
25-02-2024	Air	Jambi - Jakarta				Back to base

Cash Detail

Cash Advanced Usage Date : 19-02-2024 to 25-02-2024

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
00004249	ROZY ANDRIANTO	SUPERIOR	randrianto@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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