



TRAVEL & CASH ADVANCE REQUEST



TCAR NO : TC-20240219-0045 TCAR Date : 27-02-2024
TCAR Status : APPROVED BY SUPERIOR Department : DIGITAL PRODUCT (PRODUCTIVITY)
Employee SN : 00007784 Division : D&IT
Employee Name : ZULKARNAIN Branch : HEAD OFFICE
Employee Email : ZULKARNAIN.KAHAR@TRAKINDO.CO.ID Cost Center : 10Z0299KC

TCAR Detail

Purpose of Travel : Business Trip Travel with Asuredness : No
Travel Type : Domestic Corp Credit Card Holder : No
Internal Order No : 1N24T1101598 Internal Order Name :
WBS No :

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
24-02-2024	Air	Jakarta - Balikpapan	7324032108840001	(+62)81242510048	10Z0299KC	Kick meeting Nkal Balikpapan

Cash Detail

Cash Advanced Usage Date : 24-02-2024 to 24-02-2024

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00042152	PANDRIYA SISTHA KUSUMA	SUPERIOR	pandriya.kusuma@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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