



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20240222-0092	TCAR Date	: 23-02-2024
TCAR Status	: APPROVED BY SUPERIOR	Department	: EPG DIESEL ACCOUNT MANAGEMENT
Employee SN	: 10001584	Division	: POWER SYSTEMS
Employee Name	: ANDRY IRMANDIANA	Branch	: HEAD OFFICE
Employee Email	: ANDRY.IRMANDIANA@TRAKINDO.CO.ID	Cost Center	: 10K0220FZ

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: Yes
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: 1N24T1101716	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
26-02-2024	Air	Jakarta - Yogyakarta	3674071908810002	081210374181		Kick Off Event Meeting Sewatama
03-03-2024	Air	Surabaya - Jakarta	3674071908810002	081210374181		Return jakarta

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

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Temmy Hanafi	3216112402720001	081210374181	Sewatama	Sewatama	Kick Off meeting
Aris Dharmawan	6471051409790004	081210374181	Sewatama	Sewatama	Kick Off meeting
Khairul Saleh	3171061303830006	081210374181	Sewatama	Sewatama	Kick Off meeting
Wirda Safitri	3174056606850006	081210374181	Sewatama	Sewatama	Kick Off meeting
Dwi Penny Hasmarini	3175056912830001	081210374181	Sewatama	Sewatama	Kick Off meeting
Muchamad Ramadhan	3273282305860002	081210374181	Sewatama	Sewatama	Kick Off meeting
Ari Satrio	3674060303810010	081210374181	Sewatama	Sewatama	Kick Off meeting
Billy Johannes Rompies	3175010903820008	081210374181	Sewatama	Sewatama	Kick Off meeting
Chandra Isworo	3175052306700006	081210374181	Sewatama	Sewatama	Kick Off meeting

Cash Detail

Cash Advanced Usage Date : 26-02-2024 to 03-03-2024

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
00003278	T.SYAHRIAL ADNI	SUPERIOR	tsyahria@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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