



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20240228-0055	TCAR Date	: 01-03-2024
TCAR Status	: APPROVED BY SUPERIOR	Department	: EP GAS BUSINESS
Employee SN	: 10003437	Division	: POWER SYSTEMS
Employee Name	: RICHARD	Branch	: HEAD OFFICE
Employee Email	: RICHARD.RICHARD@TRAKINDO.CO.ID	Cost Center	: 10K0220FV

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: 1N24T1101831	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
04-03-2024	Air	Jakarta - Medan	3171021109760010	081181109834		Customer visit
06-03-2024	Air	Medan - Pekanbaru	3171021109760010	081181109834		Business Trip
08-03-2024	Air	Pekanbaru - Jakarta	3171021109760010	081181109834		Business Trip

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

Cash Detail

Cash Advanced Usage Date : 04-03-2024 to 08-03-2024

Expense Type	Description	Currency	Cash Requested
--------------	-------------	----------	----------------

Total IDR : Rp 0.00
Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
10003517	RACHMAT EA MULJOSANTOSO	SUPERIOR	emuljosantoso@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.

This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.