



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20180214-0063	TCAR Date	: 15-02-2018
TCAR Status	: UPDATED BY REQUESTOR	Department	: SOLUTION DESIGN MOG
Employee SN	: 00030023	Division	: POWER SYS MKT
Employee Name	: TONDY LIANDRO SIAGIAN	Branch	: HEAD OFFICE
Employee Email	: TONDY.SIAGIAN@TRAKINDO.CO.ID	Cost Center	: 10K0220FE

## TCAR Detail

Purpose of Travel	: Business Travel	Travel with Asuredness	: No
Travel Type	: Overseas	Corp Credit Card Holder	: Yes

Date	Transport Method	From - To	Description
27-02-2018	Air	Jakarta - United States of America	Factory Acceptance Test 2 x G3406 200KVA Gas Genset
04-03-2018	Air	United States of America - Jakarta	Return

## Cash Detail

Cash Advanced Usage Date : 27-02-2018 to 04-03-2018

Expense Type	Description	Cost Center	Currency	Cash Requested
Overseas Travel - Meals			USD	1,500.00
Overseas Travel - Public Transportation			USD	1,500.00
Overseas Travel - Accomodation			USD	1,000.00

Total IDR : Rp 0.00

Total USD : \$ 4,000.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00009828	KUSWANTO	SUPERIOR	kuswanto.marine@trakindo.co.id	WAITING FOR APPROVAL
00006743	JOKO SUSILO	SUPERIOR	joko.susilo@trakindo.co.id	WAITING FOR APPROVAL
00002961	RACHMAT ERWIN A.M.	SUPERIOR	emuljosantoso@trakindo.co.id	WAITING FOR APPROVAL
00041924	DAVID FREDDYNANTO	SUPERIOR	david.freddynanto@trakindo.co.id	WAITING FOR APPROVAL
00014689	ALHABSYI ALI R.	SUPERIOR	aralhabsyi@trakindo.co.id	WAITING FOR APPROVAL
00000415	RACHMAT SOBARI HAMAMI	SUPERIOR	bhamami@trakindo.co.id	WAITING FOR APPROVAL
TREASURY	FINANCE TREASURY	TREASURY	-	WAITING FOR APPROVAL
AP	FINANCE AP	AP	-	WAITING FOR APPROVAL

## File Attachment

Created Date	Created Name	File Name
2/15/2018 8:53:16 AM	TONDY LIANDRO SIAGIAN	PO PRATIWI TO TRAKINDO - PPS 170688 Trakindo Utama,PT-Genset -17P008.pdf
2/15/2018 8:53:16 AM	TONDY LIANDRO SIAGIAN	Re FW New Order 2x G3406 - PT PRATIWI PUTRA SULUNG - ESSO No SJWFN SJWFP.msg
2/15/2018 8:53:16 AM	TONDY LIANDRO SIAGIAN	Itinerary FAT G3406 Atlanta March 2018 .xls
2/15/2018 8:53:16 AM	TONDY LIANDRO SIAGIAN	ESTIMATION COST FOR FAT.xlsx
2/15/2018 8:53:16 AM	TONDY LIANDRO SIAGIAN	CBU_1708_GEG_G3406_156KVA_1500RPM_50HZ_400V_TGI_REV6-PO..xlsx

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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