



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20180710-0064	TCAR Date	: 10-07-2018
TCAR Status	: CREATED	Department	: EAST JAVA PS SALES
Employee SN	: 00007835	Division	: PS SALES
Employee Name	: LULUK SETIONO	Branch	: SURABAYA
Employee Email	: LULUK.SETIONO@TRAKINDO.CO.ID	Cost Center	: 10A0730FZ

TCAR Detail

Purpose of Travel	: Training	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: Yes

Date	Transport Method	From - To	Cost Center	Description
15-07-2018	Air	Surabaya - Jakarta		Dealer management Simulation training plus ITR3 Meeting in HO
21-07-2018	Air	Jakarta - Surabaya		Dealer management Simulation training plus ITR3 Meeting in HO

Cash Detail

Cash Advanced Usage Date : 15-07-2018 to 21-07-2018

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00002750	TJATOER JOEWANTO	SUPERIOR	tjoewant@trakindo.co.id	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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