TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20210120-0055	TCAR Date	: 02-02-2021
TCAR Status	: CLOSED	Department	: SERVICE DIRECT
Employee SN	: 00006265	Division	: NORTHERN KAL
Employee Name	: SUKARDI	Branch	: LATI
Employee Email	: S.SUKARDI@TRAKINDO.CO.ID	Cost Center	: 10G7060HA

TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
21-02-2021	Air	Berau - Surabaya		08124015850		pesawat pagi jam 07.00wita
12-03-2021	Air	Surabaya - Berau		08124015850		pesawat sore jam 15.00wib

Cash Detail

Cash Advanced Usage Date   : 21-02-2021 to 12-03-2021

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00017037	KRISNA WIJAYA KUSUMA	HUMAN CAPITAL	krisna.kusuma@trakindo.co.id	APPROVED
00007235	M RULLY AFANDI	SUPERIOR	m.afandi@trakindo.co.id	APPROVED
00003175	DWI HERNANDARIYANTO	SUPERIOR	dwi.hernandaryanto@trakindo.co.id	APPROVED
00004080	PIPIT SETYO BUDI	SUPERIOR	pipit.budi@trakindo.co.id	APPROVED

File Attachment

Created Date	Created Name	File Name
1/26/2021 11:21:26 AM	M RULLY AFANDI	1611636829768-454160734.jpg

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.