



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220801-0305	TCAR Date	: 01-08-2022
TCAR Status	: POSTED TO SAP	Department	: ACCOUNT PAYABLE-INTERCOMPANY
Employee SN	: 10000240	Division	: ACCT & TAX
Employee Name	: YUSUF IMAM ARINANTO	Branch	: HEAD OFFICE
Employee Email	: YUSUF.ARINANTO@TRAKINDO.CO.ID	Cost Center	: 10Z0299KA

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE12560	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
07-08-2022	Air	Jakarta - Pekanbaru	3175042809920005	085959597028		ASSET TAGGING 2022
13-08-2022	Air	Pekanbaru - Jakarta	3175042809920005	085959597028		ASSET TAGGING 2022

Cash Detail

Cash Advanced Usage Date : 07-08-2022 to 13-08-2022

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Laundry	BIAYA LAUNDRY IDR 100.000 X 5 HARI	IDR	500,000.00
Domestic Travel - Meals	MEALS IDR 175.000 X 12 , UNTUK 7 HARI	IDR	2,100,000.00
Domestic Travel - Public Transportation	TRANSPORT UNTUK 5 HARI KERJA - PP di cabang Pekanbaru	IDR	1,000,000.00

Total IDR : Rp 3,600,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00013772	MIA AMELIA	SUPERIOR	mia.amelia@trakindo.co.id	APPROVED
AP	FINANCE AP	AP	-	APPROVED

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.