



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20171020-0004	TCAR Date	: 20-10-2017
TCAR Status	: CLOSED	Department	: NORTHERN SUMATERA
Employee SN	: 00003508	Division	: NORTHERN SUM
Employee Name	: HENDRA SURYANA	Branch	: PEKANBARU
Employee Email	: HSURYANA@TRAKINDO.CO.ID	Cost Center	: 10F1999JA

TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: Yes
Travel Type	: Domestic	Corp Credit Card Holder	: Yes

Date	Transport Method	From - To	Description
24-10-2017	Air	Pekanbaru - Jakarta	Leave
29-10-2017	Air	Jakarta - Pekanbaru	Leave

Assuredness

Employee Listed as Traveller : No Assuredness Purpose : Non - Business

Name	Relationship	Description
Siti Sulaimah	Spouse	Annual Leave Ticket Allocation
Ahmad Wafi Abdurrahman	Child	Annual Leave Ticket Allocation
Amalia Fauziah Rahma	Child	Annual Leave Ticket Allocation
Muhammad Dzaky Abdillah	Child	Annual Leave Ticket Allocation

Cash Detail

Cash Advanced Usage Date : 24-10-2017 to 29-10-2017

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00035678	RONI SETYAWAN	SUPERIOR	roni.setyawan@trakindo.co.id	APPROVED
00005279	TRI NOVA SETIYAWAN	HUMAN CAPITAL	trinova@trakindo.co.id	APPROVED