



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20171128-0012	TCAR Date	: 28-11-2017
TCAR Status	: CLOSED	Department	: INSTRUCTOR 1
Employee SN	: 00013684	Division	: HUMAN CAPITAL
Employee Name	: RAHMANTO	Branch	: CILEUNGS
Employee Email	: RAHMANTO.SUTEJO@TRAKINDO.CO.ID	Cost Center	: 10Z0299JC

## TCAR Detail

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

Date	Transport Method	From - To	Description
23-12-2017	Air	Jakarta - Yogyakarta	Annual Leave
31-12-2017	Air	Yogyakarta - Jakarta	Annual Leave

## Cash Detail

Cash Advanced Usage Date : 23-12-2017 to 31-12-2017

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

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00010973	SRI WIDODO	SUPERIOR	sri.widodo@trakindo.co.id	APPROVED
00008272	IWAN PRAMONO	SUPERIOR	iwan.pramono@trakindo.co.id	APPROVED
00002795	SUMARDI	SUPERIOR	sumardi@trakindo.co.id	APPROVED

## File Attachment

Created Date	Created Name	File Name
11/29/2017 2:28:23 PM	SUMARDI	Leave Request.pdf

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.