



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20180507-0032	TCAR Date	: 07-05-2018
TCAR Status	: POSTED TO SAP	Department	: TECHNICAL & EXTERNAL PROGRAM
Employee SN	: 00010962	Division	: HUMAN CAPITAL
Employee Name	: AGUS SETYAWAN	Branch	: CILEUNGS
Employee Email	: AGUS.SETYAWAN@TRAKINDO.CO.ID	Cost Center	: 10Z0299HT

TCAR Detail

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

Date	Transport Method	From - To	Description
14-05-2018	Air	Jakarta - Banjarmasin	Resocialization TDP2018 to Southern Kalimantan
16-05-2018	Air	Banjarmasin - Jakarta	Back to Office

Cash Detail

Cash Advanced Usage Date : 14-05-2018 to 16-05-2018

Expense Type	Description	Cost Center	Currency	Cash Requested
Domestic Travel - Meals	Makan dalam perjalanan dan di Banjarmasin		IDR	500,000.00
Domestic Travel - Public Transportation	Biaya Taksi Bandara ke Hotel (Pulang - Pergi)		IDR	200,000.00

Total IDR : Rp 700,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
AP	FINANCE AP	AP	-	APPROVED
00030842	IRA DHAMAYANTI	SUPERIOR	ira.dhamayanti@trakindo.co.id	APPROVED

File Attachment

Created Date	Created Name	File Name
5/7/2018 11:18:38 AM	AGUS SETYAWAN	Resosialisasi TDP - Banjarmasin_15Mei2018.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.

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