



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20180723-0027	TCAR Date	: 23-07-2018
TCAR Status	: CLOSED	Department	: PS SALES
Employee SN	: 00030868	Division	: PS SALES
Employee Name	: RENI SARIFA	Branch	: HO EAST IND.
Employee Email	: RENI.SARIFA@TRAKINDO.CO.ID	Cost Center	: 10B0230FZ

TCAR Detail

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

Date	Transport Method	From - To	Cost Center	Description
16-08-2018	Air	Makassar - Balikpapan		TICKET LEAVE REQUEST RENI 2018 ONE WAY FOR TWO PEOPLE

CANCEL TICKET, created new TAR FOR RETURN TICKET LEAVE REQUEST

Cash Detail

Cash Advanced Usage Date : 16-08-2018 to 16-08-2018

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00031408	YUSUF TENANG	HUMAN CAPITAL	yusuf.tenang@trakindo.co.id	APPROVED
00002967	RAHMAT DJUMENA	SUPERIOR	rdjumena@trakindo.co.id	APPROVED

File Attachment

Created Date	Created Name	File Name
7/23/2018 9:11:39 AM	RENI SARIFA	CUTI RENI 2018 9 HARI057.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.