



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20181213-0081	TCAR Date	: 13-12-2018
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	: Training	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No

Date	Transport Method	From - To	Cost Center	Description
16-12-2018	Air	Jakarta - Makassar		Conduct 777E product Training PT Vale
22-12-2018	Air	Makassar - Yogyakarta		Travel Back after conduct 777E product Training PT Vale.

Cash Detail

Cash Advanced Usage Date : 16-12-2018 to 22-12-2018

Expense Type	Description	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
12/13/2018 4:16:11 PM	SRI WIDODO	Microsoft Outlook - Memo Style.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.