



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20190128-0119	TCAR Date	: 28-01-2019
TCAR Status	: CLOSED	Department	: ACCOUNT RECEIVABLE
Employee SN	: 00031743	Division	: JAVA-EAST JAVA
Employee Name	: AHMAT TAHIR	Branch	: MATARAM
Employee Email	: AHMAT.TAHIR@TRAKINDO.CO.ID	Cost Center	: 10A0799KB

## TCAR Detail

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

Date	Transport Method	From - To	Cost Center	Description
06-02-2019	Air	Mataram - Kupang	10A0399KB	Garuda 13:45
09-02-2019	Air	Kupang - Mataram	10A0399KB	Citilink 10:00
13-02-2019	Air	Mataram - Denpasar		Garuda 13:05
16-02-2019	Air	Denpasar - Mataram		Lion 09:00

## Cash Detail

Cash Advanced Usage Date : 06-02-2019 to 16-02-2019

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Meals at Kupang and Denpasar	IDR	3,500,000.00
Domestic Travel - Public Transportation	Transport at Kupang and Denpasar	IDR	1,500,000.00

Total IDR : Rp 5,000,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00011546	RIDWANSYAH	SUPERIOR	ridwansyah@trakindo.co.id	APPROVED
00021420	AGUNG ISYUNANTO	SUPERIOR	agung.isyunanto@trakindo.co.id	APPROVED
AP	FINANCE AP	AP	-	APPROVED

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.