



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20190321-0011	TCAR Date	: 21-03-2019
TCAR Status	: CLOSED	Department	: SERVICE DIRECT
Employee SN	: 00012790	Division	: EAST INDONESIA
Employee Name	: EKO KURNIAWAN	Branch	: MERAUKE
Employee Email	: EKO.KURNIAWAN@TRAKINDO.CO.ID	Cost Center	: 10B4060HA

TCAR Detail

Purpose of Travel	: Services	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
24-03-2019	Air	Merauke - Makassar		TRAINING K3 PESAWAT TENAGA DAN PRODUKSI

Cash Detail

Cash Advanced Usage Date : 24-03-2019 to 24-03-2019

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Public Transportation		IDR	1,000,000.00

Total IDR : Rp 1,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00027738	NIRWAN MINGGU	SUPERIOR	nirwan.minggu@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.

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