TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20190404-0148	TCAR Date	: 04-04-2019
TCAR Status	: CLOSED	Department	: SHE
Employee SN	: 00019790	Division	: SOUTHERN KAL
Employee Name	: MOH MUJTAHID RAGIL HARYADI	Branch	: TANJUNG
Employee Email	: MOH.HARYADI@TRAKINDO.CO.ID	Cost Center	: 10H3599JS

TCAR Detail

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

Date	Transport Method	From - To	Cost Center	Description
01-06-2019	Land	Tanjung Adaro - Banjarbaru		Travel ke Bandara BJM untuk sekeluarga. Berangkat Sabtu Malam.
02-06-2019	Air	Banjarmasin - Yogyakarta		Annual Leave
24-06-2019	Air	Surabaya - Banjarmasin		Perjalanan kembali ke Tanjung Adaro
24-06-2019	Land	Banjarmasin - Tanjung Adaro		Perjalanan dari Bandara BJM ke Rumah (Jl. Pembataan, Gg. Anggrek 7, No:41, Tanjung)

Assuredness

Employee Listed as Traveller   : Yes   Assuredness Purpose   : Non - Business

Name	Relationship	Description
SEPTI PRAYOGANINGSIH	Spouse	NIK: 3402054309930001
MOHAMMAD AL-FAREZQY H	Child	LAHIR: 10 JULI 2015
ANNASYA NADRA HUMAIRA H	Child	LAHIR: 17 AGUSTUS 2017

Cash Detail

Cash Advanced Usage Date   : 01-06-2019 to 24-06-2019

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00008816	ANDRIAN LUTHFIANTO	HUMAN CAPITAL	andrian.luthfianto@trakindo.co.id	APPROVED

00028696	ISHAK MURTI SOFYANA	SUPERIOR	ishak.sofiana@trakindo.co.id	APPROVED
00004421	MUHAMMAD HISYAM	SUPERIOR	mhisyam@trakindo.co.id	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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