TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20190423-0051	TCAR Date	: 23-04-2019
TCAR Status	: POSTED TO SAP	Department	: PARTS
Employee SN	: 00026503	Division	: NORTHERN SUM
Employee Name	: RIZQAN TANZIL	Branch	: MEDAN
Employee Email	: RIZQAN.TANZIL@TRAKINDO.CO.ID	Cost Center	: 10F2130HY

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
18-05-2019	Air	Medan - Banda Aceh		Annual Leave 2019-Rizqan Tanzil
30-06-2019	Air	Banda Aceh - Medan		Back Leave to Medan 2019-Rizqan Tanzil

Assuredness

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

Name	Relationship	Description
Putri Melisa	Spouse	Annual Leave Rizqan Tanzil
Raasya Rana Qanita Tanzil	Child	Annual Leave Rizqan Tanzil

Cash Detail

Cash Advanced Usage Date   : 18-05-2019 to 30-06-2019

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003187	ARISIANI RETNOAYU WULANDARI	HUMAN CAPITAL	awulandari@trakindo.co.id	APPROVED
00011799	ARDIANSYAH ARIEF	SUPERIOR	ardiansyah.arief@trakindo.co.id	APPROVED
00003508	HENDRA SURYANA	SUPERIOR	hsuryana@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.