



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20190401-0097	TCAR Date	: 01-04-2019
TCAR Status	: CLOSED	Department	: SERVICE OPERATION
Employee SN	: 00029355	Division	: SOUTHERN KAL
Employee Name	: EKA RIAYANDANU	Branch	: BATU KAJANG
Employee Email	: EKA.RIAYANDANU@TRAKINDO.CO.ID	Cost Center	: 10H6460HG

TCAR Detail

Purpose of Travel	: Leave Request	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
01-06-2019	Land	Batu Kajang - Penajam Paser Utara		Charter recommended due to with family - Morning
01-06-2019	Sea	Penajam Paser Utara - Balikpapan		Hamzah Speed - Day/Afternoon
01-06-2019	Air	Balikpapan - Yogyakarta		Please order at the Afternoon/Evening, (2 Adults, 2 Children, 1 baby)
27-06-2019	Air	Yogyakarta - Balikpapan		Please order at the Morning, (2 Adults, 2 Children, 1 Baby)
27-06-2019	Sea	Balikpapan - Penajam Paser Utara		Hamzah Speed - Day/Afternoon
27-06-2019	Land	Penajam Paser Utara - Batu Kajang		Charter recommended due to with family - Day/Afternoon

Cash Detail

Cash Advanced Usage Date : 01-06-2019 to 27-06-2019

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00023333	DANANG AJI SUROSO	HUMAN CAPITAL	danang.suroso@trakindo.co.id	APPROVED
00003604	STEVEN TAMALONGGEHE	SUPERIOR	steven.tamalonggehe@trakindo.co.id	APPROVED
00035083	BUDIYONO	SUPERIOR	budyono@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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