



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20190611-0127	TCAR Date	: 11-06-2019
TCAR Status	: CREATED	Department	: SERVICE
Employee SN	: 00016985	Division	: JAVA-EAST JAVA
Employee Name	: IBNU FATCHUL PRAMUDITA	Branch	: KUPANG
Employee Email	: IBNU.F.PRAMUDITA@TRAKINDO.CO.ID	Cost Center	: 10A0360HA

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
25-06-2019	Air	Alor - Denpasar		Field Break June 2019
09-07-2019	Air	Denpasar - Alor		Field Break Return June 2019

Cash Detail

Cash Advanced Usage Date : 25-06-2019 to 09-07-2019

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003298	VERA NATALI JOESOEF	HUMAN CAPITAL	vera.joesoef@trakindo.co.id	WAITING FOR APPROVAL
00021511	STEVANUS PARULIAN	SUPERIOR	stevanus.parulian@trakindo.co.id	WAITING FOR APPROVAL
00009731	IVAN DONGAN GULTOM	SUPERIOR	ivan.gultom@trakindo.co.id	WAITING FOR APPROVAL

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.

This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.