



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20190829-0043	TCAR Date	: 29-08-2019
TCAR Status	: POSTED TO SAP	Department	: JAVA
Employee SN	: 00003276	Division	: JAVA
Employee Name	: TEMA S. MENDROFA	Branch	: HO JAVA
Employee Email	: TMENDROFA@TRAKINDO.CO.ID	Cost Center	: 10A0299JA

TCAR Detail

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

Date	Transport Method	From - To	Cost Center	Description
04-09-2019	Air	Jakarta - Denpasar		Visit Merdeka Mining - Wetar.
07-09-2019	Air	Denpasar - Jakarta		Back to Jakarta.

Cash Detail

Cash Advanced Usage Date : 04-09-2019 to 07-09-2019

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00035678	RONI SETYAWAN	SUPERIOR	roni.setyawan@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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