



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20190901-0014	TCAR Date	: 06-09-2019
TCAR Status	: DRAFT	Department	: SERVICE INDIRECT
Employee SN	: 00010694	Division	: SOUTHERN KAL
Employee Name	: BUDIANTO PASAPAN	Branch	: TANJUNG
Employee Email	: BUDIANTO.PASAPAN@TRAKINDO.CO.ID	Cost Center	: 10H3560HG

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
27-09-2019	Land	Tanjung Adaro - Banjarbaru		Field Break2
28-09-2019	Air	Banjarmasin - Makassar		Field Break2
13-10-2019	Air	Makassar - Banjarmasin		Field Break2
13-10-2019	Land	Banjarbaru - Tanjung Adaro		Field Break2

Cash Detail

Cash Advanced Usage Date : 27-09-2019 to 13-10-2019

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
00008816	ANDRIAN LUTHFIANTO	HUMAN CAPITAL	andrian.luthfianto@trakindo.co.id	APPROVED
00003509	I MADE SUJANA	SUPERIOR	msujana@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.