



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20190928-0019	TCAR Date	: 28-09-2019
TCAR Status	: POSTED TO SAP	Department	: SERVICE DIRECT
Employee SN	: 00004801	Division	: NORTHERN KAL
Employee Name	: SUARDI	Branch	: LATI
Employee Email	: S.SUARDI@TRAKINDO.CO.ID	Cost Center	: 10G7060HA

## TCAR Detail

Purpose of Travel	: Business Trip	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
06-10-2019	Air	Berau - Samarinda	10G7060HA	Training ECE at STC SMD 7 - 11 Oktober 2019
12-10-2019	Air	Samarinda - Berau	10G7060HA	Training ECE at STC SMD 7 - 11 Oktober 2019

## Cash Detail

Cash Advanced Usage Date : 06-10-2019 to 12-10-2019

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
00003175	DWI HERNANDARIYANTO	SUPERIOR	dwi.hernandaryanto@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.

*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.*