



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: DRAFTTC-20191222-0004	TCAR Date	: 22-12-2019
TCAR Status	: DRAFT	Department	: SERVICE OPERATION
Employee SN	: 00021292	Division	: SOUTHERN KAL
Employee Name	: M ARWAN	Branch	: TANJUNG
Employee Email	: M.ARWAN@TRAKINDO.CO.ID	Cost Center	: 10H3560HA

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
16-01-2020	Land	Tanjung Adaro - Banjarmasin		jam 7 pagi ato jam 10 pagi
16-01-2020	Air	Banjarmasin - Makassar		Sore pukul 18.00 wita (langsung)
08-02-2020	Air	Makassar - Banjarmasin		malam pukul 19.00 wita (Langsung)
08-02-2020	Land	Banjarmasin - Tanjung Adaro		sesuai schedule travelnya

Cash Detail

Cash Advanced Usage Date : 16-01-2020 to 08-02-2020

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
000088 16	ANDRIAN LUTHFIANTO	HUMAN CAPITAL	andrian.luthfianto@trakindo.co.id	WAITING FOR APPROVAL
000122 34	BUDI CAHYONO	SUPERIOR	budi.cahyono@trakindo.co.id	WAITING FOR APPROVAL
000106 94	BUDIANTO PASAPAN	SUPERIOR	budianto.pasapan@trakindo.co.id	WAITING FOR APPROVAL
000036 04	STEVEN TAMALONGGEHE	SUPERIOR	steven.tamalonggehe@trakindo.co.id	WAITING FOR APPROVAL
000088 16	BUDIYONO (Delegated to ANDRIAN LUTHFIANTO)	SUPERIOR	andrian.luthfianto@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.

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