

Muhamad Hajar Murdana

Subject: Allowance Conferment Session for Innovation, SPL & TSAP Champions

Location: PTTU Boardroom 17th Floor

Start: Mon 2/3/2020 11:00 AM

End: Mon 2/3/2020 12:00 PM

Recurrence: (none)

Meeting Status: Accepted

Organizer: Sony Djuhansyah

Required Attendees: Sony Djuhansyah; Bari Hamami; Ali R Alhabsyi; Roni Setyawan; Yulia Yasmina; Hamidjojo Surjotedjo; Daniel Setyadi; Ira Dhamayanti; Simon Lawton; Risang Wijanarko; Ronny Novriana; Asep Koswara; Muhamad Hajar Murdana; Fama F Wedaringsih; Sumardi

Optional Attendees: Maria Fransiska Rika; Tidaryani Duta Lestari; Agnes Dewi Prasasti; Sigit Yogi Rizandi; Muhammad Idham Kholid; Noor Wahyudi; Sigit Anakal; Viktor Tjandra Wunas; Wahid Abdurakhman; Ridwan Undru; Iwan Pramono; Sarwono; Marnuddin; Sultan; Lucy Amelia Sumual; Mujeria Dile; Alfrida T Rante; Advencia; Irwansyah

Muhamad Hajar Murdana

From: Sony Djuhansyah
Sent: Tuesday, January 21, 2020 10:43 AM
To: Muhamad Hajar Murdana
Subject: FW: Attend Innovation Exhibition, Cat Factory visit & Tour for Innovation Best of The Best Champion
Attachments: Itinerary Perjalanan Bangkok dan Pattaya Ver1.docx

Dear Pak Dono.

Terlampir notifikasi untuk branch management berkenaan perjalanan ke Bangkok.

Mohon TCAR yang sudah diapprove untuk pata juara TSAP bisa disharing ke saya untuk dipergunakan mendapatkan uangsaku untuk para juara.

Best Regards

Sony Djuhansjah

PT Trakindo Utama

Office of Strategic Management (OSM) Div

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A member of  **Tiara Marga Trakindo Group**

From: Sony Djuhansyah
Sent: Tuesday, January 21, 2020 10:39 AM
To: Djuwito <djuwito@trakindo.co.id>; Didi Priyadi Manuaron <didi.manuaron@trakindo.co.id>
Cc: Tema S Mendrofa <tmendrofa@trakindo.co.id>
Subject: Attend Innovation Exhibition, Cat Factory visit & Tour for Innovation Best of The Best Champion

Dear Pak Djuwito & Pak Didi.

Dengan telah diumumkannya Rein dan Ade sebagai pemenang “2020 Best of The Best Innovator” maka kami sampaikan bahwa dua karyawan dari Cabang Sorong tersebut mendapat apresiasi berupa mengunjungi Innovation exhibition, factory visit dan tour di Thailand.

Itinerary adalah sebagai berikut:

- 3 Feb 2020 Menghadiri sesi penyerahan uang saku USD 500 dari EC berlokasi di EC Boardroom HO jam 11:00
- 4 Feb 2020 Pagi Berangkat menuju Thailand
- 7 Feb 2020 Malam tiba kembali di Jakarta

Detail itinerary detail bisa dilihat pada lampiran.

Mohon bantuannya untuk:

- Proses pembuatan passport
- Transportasi Sorong – Jakarta – Sorong (tanggal 3 Feb 2020 pagi sudah tiba di Jakarta)
- Pemberian Travel Advances USD dan IDR melalui TCAR. Travel advance USD diluar uang saku 500USD yang diberikan oleh perusahaan yang peruntukannya untuk memberli oleh-oleh. Travel advances untuk dipergunakan guna biaya makan dll dan harus di settled setelah kembali ke Sorong

Atas bantuannya saya ucapkan terima kasih sebelumnya.

Best Regards

Sony Djuhansjah

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QUICK NOTE

TO : Whom it may concern
FROM : Sumardi
DATE : January 24th, 2020
SUBJECT : Attending Innovation Event and CAT Factory Visit in Thailand

Dear Sir/Madam,


This proposal is submitted to process approval CER for attending Innovation event and CAT Factory Visit in Thailand.

This agenda is intended to add insight and knowledge all participants to innovation event and visit to Caterpillar factory. Also, this is part of prize for Trakindo Serviceman Award Program (TSAP 2019) Winners that announced at Advancing You Forward Conference event on Jan 17th, 2020. All overall Winners and Officer join to this agenda together with Innovation and Service Premier League Winners.

Thank you for your fully attention.

Yours Faithfully,

A handwritten signature in black ink, appearing to be "Sumardi", written over a circular scribble.

 **Sumardi**