



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20200204-0079	TCAR Date	: 04-02-2020
TCAR Status	: APPROVED BY SUPERIOR	Department	: INSTRUCTOR 1
Employee SN	: 00025152	Division	: HUMAN CAPITAL
Employee Name	: ALDINO SURYA KAMAL	Branch	: CILEUNGSI
Employee Email	: ALDINO.KAMAL@TRAKINDO.CO.ID	Cost Center	: 10Z0299JC

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
10-02-2020	Air	Jakarta - Sangatta	10G3899JA	ADT Maintenance Training at Madhani
14-02-2020	Air	Sangatta - Jakarta	10G3899JA	kembali ke Cileungsi
23-02-2020	Air	Jakarta - Berau	10G5699JA	ADT Product Service Training
29-02-2020	Air	Berau - Jakarta	10G5699JA	kembali ke Cileungsi

Cash Detail

Cash Advanced Usage Date : 10-02-2020 to 29-02-2020

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Makan selama perjalanan ke Bengalon dan Tanjung Redep	IDR	2,000,000.00
Domestic Travel - Public Transportation	Transportasi perjalanan ke Bengalon dan Tanjung Redep	IDR	2,000,000.00

Total IDR : Rp 4,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00010973	SRI WIDODO	SUPERIOR	sri.widodo@trakindo.co.id	APPROVED
00008272	IWAN PRAMONO	SUPERIOR	iwan.pramono@trakindo.co.id	WAITING FOR APPROVAL
00002795	SUMARDI	SUPERIOR	sumardi@trakindo.co.id	WAITING FOR APPROVAL
AP	FINANCE AP	AP	-	WAITING FOR APPROVAL

File Attachment

Created Date	Created Name	File Name
2/4/2020 10:25:05 AM	SRI WIDODO	ADT TRAINING MADHANI BENGALON & TANJUNG REDEP.pdf

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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