



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20200226-0063	TCAR Date	: 26-02-2020
TCAR Status	: CLOSED	Department	: SIX SIGMA
Employee SN	: 00015016	Division	: OSM
Employee Name	: ABDUL MALIK	Branch	: HEAD OFFICE
Employee Email	: ABDUL.MALIK@TRAKINDO.CO.ID	Cost Center	: 10Z0299SI

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
21-05-2020	Air	Jakarta - Medan		Annual leave
06-06-2020	Air	Medan - Jakarta		Travel back annual leave

Cash Detail

Cash Advanced Usage Date : 21-05-2020 to 06-06-2020

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
00031408	YUSUF TENANG	HUMAN CAPITAL	yusuf.tenang@trakindo.co.id	APPROVED
00002920	SONY DJUHANSJAH	SUPERIOR	sdjuhans@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.

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