



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20200320-0045	TCAR Date	: 20-03-2020
TCAR Status	: POSTED TO SAP	Department	: SIX SIGMA
Employee SN	: 00032885	Division	: OSM
Employee Name	: WAHYU EKO PRIYO UTOMO	Branch	: HEAD OFFICE
Employee Email	: WAHYU.UTOMO@TRAKINDO.CO.ID	Cost Center	: 10Z0299SI

## TCAR Detail

Purpose of Travel	: Relocation-Permanent	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
31-03-2020	Air	Jakarta - Banjarmasin		New assignment to SCC Banjarmasin

## Cash Detail

Cash Advanced Usage Date : 31-03-2020 to 31-03-2020

Expense Type	Description	Currency	Cash Requested
--------------	-------------	----------	----------------

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
00003273	FAMA F WEDARINGSIH	SUPERIOR	fflora@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.*