



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20200530-0007	TCAR Date	: 30-05-2020
TCAR Status	: CLOSED	Department	: SERVICE DIRECT
Employee SN	: 00046223	Division	: NORTHERN KAL
Employee Name	: AAN SETIAWAN	Branch	: LATI
Employee Email	: AAN.SETIAWAN@TRAKINDO.CO.ID	Cost Center	: 10G7060HA

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
29-06-2020	Air	Berau - Samarinda		Travel from Airport Kalimantan to Airport APT Pranoto Samarinda
13-07-2020	Air	Samarinda - Berau		Travel To Site Lati From Airport APT Pranoto Samarinda

Cash Detail

Cash Advanced Usage Date : 29-06-2020 to 13-07-2020

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	\$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00030507	ICHSAN MANZALI	HUMAN CAPITAL	ichsan.manzali@trakindo.co.id	APPROVED
00007235	M RULLY AFANDI	SUPERIOR	m.afandi@trakindo.co.id	APPROVED
00003175	DWI HERNANDARIYANTO	SUPERIOR	dwi.hernandaryanto@trakindo.co.id	APPROVED
00004080	PIPIT SETYO BUDI	SUPERIOR	pipit.budi@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.