



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210910-0025	TCAR Date	: 08-10-2021
TCAR Status	: APPROVED BY SUPERIOR	Department	: BATU HIJAU
Employee SN	: 10000590	Division	: BATU HIJAU
Employee Name	: ADRIAAN PRETORIUS	Branch	: BATU HIJAU
Employee Email	: ADRIAAN.PRETORIUS@TRAKINDO.CO.ID	Cost Center	: 10R5999JA

## TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: Yes
Travel Type	: Overseas	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
Hotel Reservation Purpose	: 7000002002 - Overhead Travel Expenses Foreign		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
16-09-2021	Air	Lombok Barat - Jakarta				Adriaan Pretorius and Gweneth Louise Pretorius
16-09-2021	Air	Jakarta - South Africa				Durban : Adriaan Pretorius and Gweneth Louise Pretorius
03-10-2021	Air	South Africa - Jakarta				Return from Durban : Adriaan Pretorius
09-01-2022	Air	Jakarta - Lombok Barat				Return: Gweneth Louise Pretorius
31-01-2022	Air	South Africa - Jakarta				Return from Durban: Gweneth Louise Pretorius
13-10-2021	Air	Jakarta - Lombok Barat				Return to Lombok for quarantine: Adriaan Pretorius

## Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Gweneth Louise Pretorius			PT Trakindo Utama	PT Trakindo Utama	Spouse

## Cash Detail

Cash Advanced Usage Date : 16-09-2021 to 31-01-2022

Expense Type	Description	Currency	Cash Requested
Leave Entitlement - Expatriate	Seaplane vv : Adrian Pretorius and Gweneth Louise Pretorius	IDR	2,880,000.00

Total IDR : Rp 2,880,000.00  
Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00040424	KRISTIN NATALIA HUTAHAEAN	HUMAN CAPITAL	kristin.hutahaean@trakindo.co.id	APPROVED
00012414	SIMON W LAWTON	SUPERIOR	simon.lawton@trakindo.co.id	APPROVED
00014689	ALI RIDHO ALHABSYI	SUPERIOR	aralhabsyi@trakindo.co.id	APPROVED
00000415	RACHMAT SOBARI HAMAMI	SUPERIOR	bhamami@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	WAITING FOR APPROVAL

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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