



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20211203-0010	TCAR Date	: 21-12-2021
TCAR Status	: CLOSED	Department	: EQUIPMENT MANAGEMENT
Employee SN	: 00022425	Division	: SOUTHERN KAL
Employee Name	: REZA BASTIAN	Branch	: SATUI
Employee Email	: REZA.BASTIAN@TRAKINDO.CO.ID	Cost Center	: 10H5570HM

## 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	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
06-01-2022	Air	Banjarbaru - Jakarta	3573031406840004	6287888276776		Field break 1, reroute Banjarbaru-Mataram ke Banjarbaru-Jakarta, penerbangan 11 Des jam 13.00 WITA
23-01-2022	Air	Jakarta - Banjarbaru	3573031406840004	087888276776		Field break 1, reroute Mataram-Banjarbaru ke Jakarta-Banjarbaru, penerbangan 23 Jan jam 9.00 WIB

## Cash Detail

Cash Advanced Usage Date : 06-01-2022 to 23-01-2022

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
00020204	NELMA DINA ANDINI	HUMAN CAPITAL	nelmadina.andini@trakindo.co.id	APPROVED
00002571	HASMURIADI	SUPERIOR	hasmuriadi@trakindo.co.id	APPROVED
00003966	SUZAN FAISAL KUSUMA	SUPERIOR	sfaisal@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.

*correct information is as stated in the system.*