

## Avanto Gardono

---

**From:** Cici Suryani  
**Sent:** 03 February 2022 14:19  
**To:** Avanto Gardono  
**Subject:** RE: Reimbursed Taxi Dalam Kota Entitlement Car Rusak

iya pak  
mohon maaf saya juga miss di sini krn lupa mereplay komunikasi email bapak 20 jan 2022  
saya overlook krn berbatasan tahun ...

Terima Kasih  
Best Regards

**Cici Suryani**  
**Human Capital – Office Operation**

**PT Trakindo Utama**  
TMT 1 Building, 16<sup>th</sup> Floor  
Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia  
Tel. +62 21 7822 373 , 2997 6620, Ext 2967  
Fax: +62 21 782 2357, 2997 6612  
Mobile: +62 812 8181 9641 / 0811 9869 383  
[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)  
[www.trakindo.co.id](http://www.trakindo.co.id)  
Call Center 1500 228  
[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama  
Instagram:@trakindoutama

**ADVANCING YOU FORWARD®**

A member of **Tiara Marga Trakindo**

---

**From:** Avanto Gardono <avanto.gardono@trakindo.co.id>  
**Sent:** 03 February 2022 12:56  
**To:** Cici Suryani <cici.suryani@trakindo.co.id>  
**Subject:** RE: Reimbursed Taxi Dalam Kota Entitlement Car Rusak

Mba Cici,

Terima kasih atas konfirmasinya..  
Namun perlu jadi catatan sejak tanggal 17 Januari 2022 per historical email dibawah ini saya masih menunggu tanggapan dari OO atas case saya, kemudian saya remind per email tanggal 20 Januari 2022 dan 03 Februari 2022.

Salam,

**Avanto Gardono**  
Credit Management

**PT Trakindo Utama**

**Head Office**

TMT 1 Building, 17<sup>th</sup> Floor

Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia

Tel: +62 21 782 2373, 2997 6620 Ext. 1776 • Mobile: +62 811 9864 101

Fax: +62 21 782 2357, 2997 6612

[www.trakindo.co.id](http://www.trakindo.co.id)

Call Center 1500 228

[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama

[Instagram](#): @trakindoutama

**ADVANCING YOU FORWARD®**

A member of **Tiara Marga Trakindo**

*"This email message and information, including any attachment is intended solely for the use of the recipient(s) and are confidential and may also be privileged. If the reader of this message is not the intended recipient, please delete this email and all information it contains including its attachment from your system and immediately notify the sender. Dissemination, distribution, copying, or other use of this email or its attachment is strictly prohibited. Any unintended use of this email shall be your responsibility and shall be subject to any jurisdiction."*

---

**From:** Cici Suryani <[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)>

**Sent:** 03 February 2022 9:13

**To:** Avanto Gardono <[avanto.gardono@trakindo.co.id](mailto:avanto.gardono@trakindo.co.id)>

**Subject:** RE: Reimbursed Taxi Dalam Kota Entitlement Car Rusak

31 Jan 2022 terakhir, biaya 2021 paling lambat di claim pak

Terima Kasih

Best Regards

**Cici Suryani**

**Human Capital – Office Operation**

**PT Trakindo Utama**

TMT 1 Building, 16<sup>th</sup> Floor

Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia

Tel. +62 21 7822 373 , 2997 6620, Ext 2967

Fax: +62 21 782 2357, 2997 6612

Mobile: +62 812 8181 9641 / 0811 9869 383

[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)

[www.trakindo.co.id](http://www.trakindo.co.id)

Call Center 1500 228

[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama

Instagram:@trakindoutama

**ADVANCING YOU FORWARD®**

A member of **Tiara Marga Trakindo**

---

**From:** Avanto Gardono <[avanto.gardono@trakindo.co.id](mailto:avanto.gardono@trakindo.co.id)>  
**Sent:** 03 February 2022 9:12  
**To:** Cici Suryani <[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)>  
**Subject:** RE: Reimbursed Taxi Dalam Kota Entitlement Car Rusak

Mba Cici,

Artinya masih bisa di-reimbursed atau tidak ?

Salam,

**Avanto Gardono**  
Credit Management

**PT Trakindo Utama**

**Head Office**

TMT 1 Building, 17<sup>th</sup> Floor

Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia

Tel: +62 21 782 2373, 2997 6620 Ext. 1776 • Mobile: +62 811 9864 101

Fax: +62 21 782 2357, 2997 6612

[www.trakindo.co.id](http://www.trakindo.co.id)

Call Center 1500 228

[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama

[Instagram](#): @trakindoutama

**ADVANCING YOU FORWARD®**

A member of **Tiara Marga Trakindo**

*"This email message and information, including any attachment is intended solely for the use of the recipient(s) and are confidential and may also be privileged. If the reader of this message is not the intended recipient, please delete this email and all information it contains including its attachment from your system and immediately notify the sender. Dissemination, distribution, copying, or other use of this email or its attachment is strictly prohibited. Any unintended use of this email shall be your responsibility and shall be subject to any jurisdiction."*

---

**From:** Cici Suryani <[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)>  
**Sent:** 03 February 2022 9:10  
**To:** Avanto Gardono <[avanto.gardono@trakindo.co.id](mailto:avanto.gardono@trakindo.co.id)>  
**Subject:** RE: Reimbursed Taxi Dalam Kota Entitlement Car Rusak  
**Importance:** High

Pak Avanto ...

Terkait hal ini claim yang 2021 setahu saya paling lambat di claim base on IOM 31 Jan 2022 pak  
Terkait ini memang sdh tidak ada expense typenya juga claim taxi ini pak

Kalaupun di buat TCAR proses nya harus ada budget nya dan kalau tdk di budgetkan minta budget dahulu ke EC  
Pak dewo di saat bapak open TCAR ini  
Saya juga belum sempat jawab kondisi email follow up terkait penggunaan taxi di dalam kota ini pak

Terima Kasih  
Best Regards

**Cici Suryani**  
**Human Capital – Office Operation**

**PT Trakindo Utama**

TMT 1 Building, 16<sup>th</sup> Floor  
Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia  
Tel. +62 21 7822 373 , 2997 6620, Ext 2967  
Fax: +62 21 782 2357, 2997 6612  
Mobile: +62 812 8181 9641 / 0811 9869 383  
[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)  
[www.trakindo.co.id](http://www.trakindo.co.id)  
Call Center 1500 228  
[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama  
Instagram: @trakindoutama

**ADVANCING YOU FORWARD®**

A member of **Tiara Marga Trakindo**

---

**From:** Avanto Gardono <[avanto.gardono@trakindo.co.id](mailto:avanto.gardono@trakindo.co.id)>  
**Sent:** 03 February 2022 0:16  
**To:** Cici Suryani <[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)>  
**Subject:** RE: Reimbursed Taxi Dalam Kota Entitlement Car Rusak

Selamat pagi Mba Cici,

Mohon bantuan untuk update progress pengajuan case ini.  
Terima kasih.

Salam,

**Avanto Gardono**  
Credit Management

**PT Trakindo Utama**  
**Head Office**

TMT 1 Building, 17<sup>th</sup> Floor  
Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia  
Tel: +62 21 782 2373, 2997 6620 Ext. 1776 • Mobile: +62 811 9864 101  
Fax: +62 21 782 2357, 2997 6612  
[www.trakindo.co.id](http://www.trakindo.co.id)  
Call Center 1500 228  
[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama  
[Instagram](#): @trakindoutama

**ADVANCING YOU FORWARD®**

A member of **Tiara Marga Trakindo**

*"This email message and information, including any attachment is intended solely for the use of the recipient(s) and are confidential and may also be privileged. If the reader of this message is not the intended recipient, please delete this email and all*

*information it contains including its attachment from your system and immediately notify the sender. Dissemination, distribution, copying, or other use of this email or its attachment is strictly prohibited. Any unintended use of this email shall be your responsibility and shall be subject to any jurisdiction."*

---

**From:** Avanto Gardono  
**Sent:** 20 January 2022 18:28  
**To:** Cici Suryani <[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)>  
**Subject:** Re: Reimbursed Taxi Dalam Kota Entitlement Car Rusak

Selamat sore Mba Cici,

Apakah ada perkembangan ?  
Perlu saya buat TCAR untuk proses ini ?  
Terima kasih sebelumnya.

Salam,

**Avanto Gardono**  
Credit Management

**PT Trakindo Utama**  
**Head Office**

TMT 1 Building, 17<sup>th</sup> Floor

[Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia](#)

Tel: [+62 21 782 2373](tel:+62217822373), [2997 6620 Ext. 1776](tel:+62217822357) • Mobile: [+62 811 9864 101](tel:+628119864101)

Fax: [+62 21 782 2357](tel:+62217822357), [2997 6612](tel:+62217822357)

[www.trakindo.co.id](http://www.trakindo.co.id)

Call Center [1500 228](tel:+62217822357)

[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama

[Instagram](#): @trakindoutama

**ADVANCING YOU FORWARD®**

A member of **Tiara Marga Trakindo**

*"This email message and information, including any attachment is intended solely for the use of the recipient(s) and are confidential and may also be privileged. If the reader of this message is not the intended recipient, please delete this email and all information it contains including its attachment from your system and immediately notify the sender. Dissemination, distribution, copying, or other use of this email or its attachment is strictly prohibited. Any unintended use of this email shall be your responsibility and shall be subject to any jurisdiction."*

On 17 Jan 2022, at 09:18, Cici Suryani <[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)> wrote:

Ya kalau di bilang Panjang pak prosesnya  
Di tunggu ya nanti saya kabari

Terima Kasih

Best Regards

**Cici Suryani**  
**Human Capital – Office Operation**

**PT Trakindo Utama**

TMT 1 Building, 16<sup>th</sup> Floor  
Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia  
Tel. +62 21 7822 373 , 2997 6620, Ext 2967  
Fax: +62 21 782 2357, 2997 6612  
Mobile: +62 812 8181 9641 / 0811 9869 383  
[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)  
[www.trakindo.co.id](http://www.trakindo.co.id)  
Call Center 1500 228  
[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama  
Instagram: @trakindoutama

**ADVANCING YOU FORWARD®**

A member of **Tiara Marga Trakindo**

---

**From:** Avanto Gardono <[avanto.gardono@trakindo.co.id](mailto:avanto.gardono@trakindo.co.id)>  
**Sent:** 17 January 2022 9:17  
**To:** Cici Suryani <[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)>  
**Subject:** RE: Reimbursed Taxi Dalam Kota Entitlement Car Rusak

Mba Cici,

Benar mba, karena kan ini diluar planning dan ketidaksengajaan karena mobil tiba2 tidak bisa digunakan serta buru2 karena tidak sempat ajukan EVT. Kalau harus ajukan TCAR saya akan ajukan tapi tanggal pasti ga bisa backdated dan minta justifikasinya.  
Terima kasih.

Salam,

**Avanto Gardono**  
Credit Management

**PT Trakindo Utama**  
**Head Office**

TMT 1 Building, 17<sup>th</sup> Floor  
Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia  
Tel: +62 21 782 2373, 2997 6620 Ext. 1776 • Mobile: +62 811 9864 101  
Fax: +62 21 782 2357, 2997 6612  
[www.trakindo.co.id](http://www.trakindo.co.id)  
Call Center 1500 228  
[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama

<image002.png>

[Instagram](#): @trakindoutama

**ADVANCING YOU FORWARD®**

A member of **Tiara Marga Trakindo**

*"This email message and information, including any attachment is intended solely for the use of the recipient(s) and are confidential and may also be privileged. If the reader of this message is not the intended recipient, please delete this email and all information it contains including its attachment from your system and immediately notify the sender. Dissemination, distribution, copying, or other use of this email or its attachment is strictly prohibited. Any unintended use of this email shall be your responsibility and shall be subject to any jurisdiction."*

---

**From:** Cici Suryani <[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)>  
**Sent:** 17 January 2022 9:09  
**To:** Avanto Gardono <[avanto.gardono@trakindo.co.id](mailto:avanto.gardono@trakindo.co.id)>  
**Subject:** RE: Reimbursed Taxi Dalam Kota Entitlement Car Rusak

Bapak

Untuk dalam kota diwajibkan menggunakan EVT krn expense type nya sdh di hapus pak ..  
Saya coba kordinasi dahulu untuk perihal ini krn mau tidak mau biaya ini harus di claim dan pastinya jika  
Akan tetap di claim harus merrefer TCAR pak dengan system yang saat ini berlaku

Terima Kasih  
Best Regards

**Cici Suryani**  
**Human Capital – Office Operation**

**PT Trakindo Utama**  
TMT 1 Building, 16<sup>th</sup> Floor  
Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia  
Tel. +62 21 7822 373 , 2997 6620, Ext 2967  
Fax: +62 21 782 2357, 2997 6612  
Mobile: +62 812 8181 9641 / 0811 9869 383  
[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)  
[www.trakindo.co.id](http://www.trakindo.co.id)  
Call Center 1500 228  
[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama  
Instagram:@trakindoutama

**ADVANCING YOU FORWARD®**

A member of **Tiara Marga Trakindo**

---

**From:** Avanto Gardono <[avanto.gardono@trakindo.co.id](mailto:avanto.gardono@trakindo.co.id)>  
**Sent:** 17 January 2022 8:33  
**To:** Cici Suryani <[cici.suryani@trakindo.co.id](mailto:cici.suryani@trakindo.co.id)>  
**Subject:** Reimbursed Taxi Dalam Kota Entitlement Car Rusak

Selamat pagi Mba Cici,

Mohon informasi untuk teknis reimbursed taxi/grab car dalam kota pada tanggal 27 Desember 2021 dimana entitlement car pada hari yang sama tiba-tiba rusak sehingga dalam rangka kegiatan meeting dengan pihak external di Citos bersama Pak Arif Prawira harus menggunakan taxi/ grab car. Selama kendaraan masih rusak juga pada tanggal 29 Desember 2021 telah dibantu mendapatkan EVT.

Terima kasih.

Salam,

**Avanto Gardono**  
Credit Management

**PT Trakindo Utama**

**Head Office**

TMT 1 Building, 17<sup>th</sup> Floor  
Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia  
Tel: +62 21 782 2373, 2997 6620 Ext. 1776 • Mobile: +62 811 9864 101  
Fax: +62 21 782 2357, 2997 6612

[www.trakindo.co.id](http://www.trakindo.co.id)

Call Center 1500 228

[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama

<image002.png>

[Instagram](#): @trakindoutama

**ADVANCING YOU FORWARD®**

A member of **Tiara Marga Trakindo**

*"This email message and information, including any attachment is intended solely for the use of the recipient(s) and are confidential and may also be privileged. If the reader of this message is not the intended recipient, please delete this email and all information it contains including its attachment from your system and immediately notify the sender. Dissemination, distribution, copying, or other use of this email or its attachment is strictly prohibited. Any unintended use of this email shall be your responsibility and shall be subject to any jurisdiction."*