



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20220517-0154	TCAR Date	: 17-05-2022
TCAR Status	: CANCELED BY REQUESTOR	Department	: EXECUTIVE TRAINEE
Employee SN	: 00014180	Division	: HR
Employee Name	: RICHARD GERALD KAWILARANG	Branch	: HEAD OFFICE
Employee Email	: RICHARD.KAWILARANG@TRAKINDO.CO.ID	Cost Center	: 10Z0299JM

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE06829	Internal Order Name	:
Hotel Reservation Purpose	: -		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
19-05-2022	Land	Pangkalan Bun - Sampit				Kick off English days program
23-05-2022	Land	Sampit - Pangkalan Bun				Back to Pangkalan Bun

## Cash Detail

Cash Advanced Usage Date : 19-05-2022 to 23-05-2022

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
00025264	CHRISTIANTI FRISKA ANGELIANT	SUPERIOR	christianti.f.angeliant@trakindo.co.id	WAITING FOR APPROVAL
00025474	SHEILA HARAYANI KANSIL	SUPERIOR	sheila.kansil@trakindo.co.id	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.

*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.*