



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: DRAFTTC-20220906-0117	TCAR Date	: 06-09-2022
TCAR Status	: DRAFT	Department	: SERVICE DIRECT
Employee SN	: 00047538	Division	: SUMATERA
Employee Name	: MHD. FAJAR IRWANSYAH	Branch	: JAMBI
Employee Email	: MHD.IRWANSYAH@TRAKINDO.CO.ID	Cost Center	: 10F2460HA

TCAR Detail

Purpose of Travel	: Service Job	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
01-09-2022	Land	Jambi - Tanjung Jabung Barat				
15-09-2022	Land	Tanjung Jabung Barat - Jambi				

Cash Detail

Cash Advanced Usage Date : 01-09-2022 to 15-09-2022

Expense Type	Description	Currency	Cash Requested
Service - Daily Lumpsum		IDR	2,000,000.00

Total IDR : Rp 2,000,000.00
Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00004781	MUHAMMAD HASANUDIN FEBRIAN	SUPERIOR	muhammad.febrian@trakindo.co.id	WAITING FOR APPROVAL
AP	FINANCE AP	AP	-	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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