



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: DRAFTTC-20230105-0030	TCAR Date	: 05-01-2023
TCAR Status	: DRAFT	Department	: SERVICE DIRECT
Employee SN	: 00004403	Division	: SUMATERA
Employee Name	: DARWIN PARLINDUNGAN SITORUS	Branch	: JAMBI
Employee Email	: DARWIN.SITORUS@TRAKINDO.CO.ID	Cost Center	: 10F2460HA

## TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: Yes
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
09-01-2023	Air	Jambi - Pangkal Pinang	6471050911750010	081367638048		Cuti tahunan
20-01-2023	Air	Pangkal Pinang - Jambi	6471050911750010	081367638048		Cuti tahunan back to jambi

## Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Meirinda Aurelia Sitorus	6471056105040011	08812527037	Trakindo	Trakindo	Anak pulang ke pangkalpinang Tgl: 09 Januari dan pulang ke medan untuk kuliah Tgl: 05 Februari

## Cash Detail

Cash Advanced Usage Date : 09-01-2023 to 20-01-2023

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
00030112	ANITA FITRIA	HUMAN CAPITAL	anita.fitria@trakindo.co.id	WAITING FOR APPROVAL
00004781	MUHAMMAD HASANUDIN FEBRIAN	SUPERIOR	muhammad.febrian@trakindo.co.id	WAITING FOR APPROVAL
00007966	MARDIYANTO	SUPERIOR	mardiyanto@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.

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