

HEADER



TCAR Number

DRAFTTC-20230207-0018

TCAR Date

07-02-2023

DETAIL

TCAR Period

19-02-2023 / 25-02-2023

Bank Account

BANK MANDIRI TBK

Account Number

1050011557497

Travel with assuredness

YES

NO

Travel Type

Domestic

Overseas

Hotel Reservation

YES

NO





Corp Credit Card Holder

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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Purpose of Travel*

Training Name

Travel Detail

# No	Action	📅 Date	✈ Method	📖 From	📖 To	KTP	Phone Number	📞 Cc	🗨 Desc	🗨 Desc
1	 	19-02-2023	Air	Palembang	Jakarta	1207321208950002	082385687372		TRAVEL TO TRAINING TC CILEUNGSIBOGOR	-
2	 	25-02-2023	Air	Jakarta	Palembang	1207321208950002	082385687372		TRAVEL BACK TO OFFICE	-

Cash Detail

# No	Action	 Expense	 Desc	\$ Curr	 Cash
No data found					

Total IDR

Rp 0.00

Total USD

\$ 0.00

LOG TRACKING

MATRIX APPROVAL

FILE ATTACHMENT

 Notes

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.**

 SAVE AS DRAFT

 SUBMIT

× CLOSE