

**HEADER****TCAR Number**

GENERATE

**TCAR Date**

01-03-2023

**DETAIL****TCAR Period**

01-03-2023 / 31-03-2023

**Bank Account**

BANK MANDIRI TBK

**Account Number**

1830000301878

**Travel with assuredness** YES NO**Travel Type** Domestic Overseas**Hotel Reservation** YES NO

**Corp Credit Card Holder**




✓ YES	✗ NO
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**Purpose of Travel\***

Service Job
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**Travel Detail**

● ADD
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# No	Action	📅 Date	🔗 Method	📖 From	📖 To	KTP	Phone Number	👤 Cc	🗨 Desc	🗨 Desc
1	 	01-03-2023	Land	Jambi	Sarolangun				SERVICE JOB	-
2	 	31-03-2023	Land	Sarolangun	Jambi				TRAVEL BACK	-

**Cash Detail**

● ADD
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# No	Action	🔗 Expense	🗨 Desc	\$ Curr	🏠 Cash
1	 	Service - Daily Lumpsum	SERVICE JOB	IDR	5,000,000.00

**Total IDR****5,000,000.00****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****✕ CANCEL**