



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230322-0036	TCAR Date	: 22-03-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: TECHNICAL SUPPORT
Employee SN	: 10001205	Division	: C&F MKT & SLS
Employee Name	: TOMMI PETTERI JOKINEN	Branch	: HEAD OFFICE
Employee Email	: TOMMI.P.JOKINEN@TRAKINDO.CO.ID	Cost Center	: 10Z0299MF

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: Yes
Travel Type	: Overseas	Corp Credit Card Holder	: No
Internal Order No	: T2302IE21424	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
30-05-2023	Air	Jakarta - Finland	FP2235643	081119368744		Trip Swedish Expo and Finland
09-06-2023	Air	Finland - Jakarta	FP2235643	081119368744		Return

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Rudi Hartono	C3884956	+6285337999888	PT Hasil Rimba Indonesia	PT Hasil Rimba Indonesia	Pekanbaru-Batam-Singapore-Helsinki-Stockholm-Singapore-Batam-Pekanbaru
Dharma Putera	X1980157	+6281266104389	PT Aneka Sumatrin do	PT Aneka Sumatrin do	Pekanbaru-Batam-Singapore-Helsinki-Stockholm-Helsinki-Singapore-Pekanbaru
Wesly	C2700205	+6282389858570	PT Cahaya Indah Sangsurya	PT Cahaya Indah Sangsurya	Pekanbaru-Singapore-Helsinki-Stockholm-Singapore-Batam-Pekanbaru
Giovannus Steven	C6732966	+6281212800816	PT Putra Mujur Perkasa Abadi	PT Putra Mujur Perkasa Abadi	Medan-Singapore-Helsinki-Stockholm-Rome

Cash Detail

Cash Advanced Usage Date : 30-05-2023 to 09-06-2023

Expense Type	Description	Currency	Cash Requested
Overseas Travel - Boat Ticket	3 June - Trip by boat from Sweden to Turku Finland	USD	300.00
Overseas Travel - Car Rent	3-8June Rental Car	USD	700.00

Overseas Travel - Meals	Meals from 31May-8Jun	USD	700.00
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Total IDR : Rp 0.00

Total USD : \$ 1,700.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00004249	ROZY ANDRIANTO	SUPERIOR	randrianto@trakindo.co.id	APPROVED
00003714	TUNAS IMMAWAN PRIYAMBUDI	SUPERIOR	ipriyamb@trakindo.co.id	APPROVED
00014689	ALI RIDHO ALHABSYI	SUPERIOR	aralhabsyi@trakindo.co.id	APPROVED
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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