



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230127-0011	TCAR Date	: 10-02-2023
TCAR Status	: CLOSED	Department	: TECHNICAL COMMUNICATOR
Employee SN	: 00021918	Division	: NORTHERN KAL
Employee Name	: ARIFIN YUDHA WIBOWO	Branch	: SANGATTA
Employee Email	: ARIFIN.WIBOWO@TRAKINDO.CO.ID	Cost Center	: 10G3860HG

TCAR Detail

Purpose of Travel	: Leave Request	Travel with Assuredness	: 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
28-01-2023	Land	Sangatta - Samarinda		082189526261		travel to airport
29-01-2023	Air	Balikpapan - Yogyakarta	330808280589001	082189526261		annual leave 2023. atas nama (Arifin Yudha Wibowo)
17-02-2023	Air	Yogyakarta - Balikpapan				tiket balik ke site
17-02-2023	Land	Balikpapan - Sangatta				travel land BPN-SGT

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Shakala Nabihah Wibowo	3404136011190003		PT.TU	PT.TU	Anak
Muhammad Pagi Kamil Wibowo	3404132706210001		PT.TU	PT.TU	Anak
Dyah Ayu DR	3404135201920001		PT.TU	PT.TU	Istri

Cash Detail

Cash Advanced Usage Date : 28-01-2023 to 17-02-2023

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
00018528	PURWAHYUNI	HUMAN CAPITAL	purwahyuni@trakindo.co.id	APPROVED
00004068	LUKAS PEDY	SUPERIOR	lpedy@trakindo.co.id	APPROVED
00002884	ASEP SUTARDIMAN	SUPERIOR	asutardi@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	APPROVED

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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