



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230405-0134	TCAR Date	: 07-04-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: OPERATOR TRAINER
Employee SN	: 10001237	Division	: EAST INDONESIA
Employee Name	: RIJAL HUBBIRRIDHO	Branch	: AREA EAST IND.
Employee Email	: RIJAL.HUBBIRRIDHO@TRAKINDO.CO.ID	Cost Center	: 10B0299FY

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE44145	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
07-04-2023	Air	Makassar - Nabire	630305031100001	081390590345		Training To Customer PT. Pusaka Dewa Krisna And PT. Nabire Baru
12-04-2023	Air	Nabire - Sorong	630305031100001	081390590345	10B4410FZ	Training to customer Deo Airport Sorong 1 x 305.5E2
17-04-2023	Air	Sorong - Makassar	630305031100001	081390590345	10B4410FZ	Back from training to customer Deo Airport Sorong 1 x 305.5E2

Cash Detail

Cash Advanced Usage Date : 07-04-2023 to 17-04-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Accomodation	Cash For Training Needs	IDR	3,000,000.00

Total IDR : Rp 3,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00002921	ARIF SAPUTRO	SUPERIOR	arif.saputro@trakindo.co.id	APPROVED
00004901	NOFRIZAL	SUPERIOR	nofrizal.sardiman@trakindo.co.id	APPROVED
00003276	TEMA S MENDROFA	SUPERIOR	tmendrofa@trakindo.co.id	APPROVED
OO	Office Operation	OO	-	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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