

**HEADER****TCAR Number**

GENERATE

**TCAR Date**

05-05-2023

**DETAIL****TCAR Period**

01-05-2023 / 31-05-2023

**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**Purpose of Travel\***

Service Job

**Travel Detail**

# No	Action	Date	Method	From	To	KTP	Phone Number	Cc	Desc
1		01-05-2023	Land	Jambi	Bungo				Trav time bungo
2		31-05-2023	Land	Bungo	Jambi				Trav back jambi

Cash Detail

ADD

# No	Action	Expense	Desc	\$ Curr	Cash
1		Service - Daily Lumpsum		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