TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20221228-0079	TCAR Date	: 28-12-2022
TCAR Status	: CLOSED	Department	: PS SALES SUPERVISION
Employee SN	: 00009557	Division	: JAVA
Employee Name	: TOTOK SETIYARTO	Branch	: CIREBON
Employee Email	: TOTOK.SETIYARTO@TRAKINDO.CO.ID	Cost Center	: 10A6530FZ

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: Yes
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2201DE17427	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
30-12-2022	Land	Cirebon - Jakarta				Meeting Percepatan GR spare parts PDSI, target close 2022
01-01-2023	Land	Jakarta - Cirebon				

Assuredness

Employee Listed as Traveller	: No	Assuredness Purpose	: Business

Name	KTP	Phone Number	Company	Address	Description
Zainar Ridho	3174051207760004		PT Pertamina Drilling Service	PT Pertamina Drilling Service	SCM Head
Zulvickar A Sarwo	3171051207950001		PT Pertamina Drilling Service	PT Pertamina Drilling Service	SCM Team

Cash Detail

Cash Advanced Usage Date : 30-12-2022 to 01-01-2023

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00012288	YUDI HIDAYAT	SUPERIOR	yudi.hidayat@trakindo.co.id	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.