



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: DRAFTTC-20230622-0024	TCAR Date	: 22-06-2023
TCAR Status	: DRAFT	Department	: PS SALES SUPERVISION
Employee SN	: 00028245	Division	: EAST INDONESIA
Employee Name	: JOHANES JULIAN MAITIMU	Branch	: JAYAPURA
Employee Email	: JOHANES.MAITIMU@TRAKINDO.CO.ID	Cost Center	: 10B4630FZ

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
02-07-2023	Air	Manado - Sorong	7172061309870001	0811489048		iket Cuti untuk kembali ke SOrong (Istri dan anak-anak)

Assuredness

Employee Listed as Traveller : No Assuredness Purpose : Non - Business

Name	KTP	Phone Number	Relationship	Description
Liana Tonggengbio	7171056007890020	081263470119	Spouse	Tiket Cuti Istri (Kembali ke Sorong)
Raffeila Maitimu	7171116605160000	081263470119	Child	Tiket Cuti Anak (Kembali ke Sorong)
Elena Maitimu	7171114411180000	081263470119	Child	Tiket Cuti Anak (Kembali ke Sorong)

Cash Detail

Cash Advanced Usage Date : 02-07-2023 to 02-07-2023

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
00039130	RICA CLORINDA OSCARRINI	HUMAN CAPITAL	rica.oscarrini@trakindo.co.id	WAITING FOR APPROVAL
00011035	ANDI YUSRI	SUPERIOR	andi.yusri@trakindo.co.id	WAITING FOR APPROVAL
00006493	WENDI KURNIAWAN	SUPERIOR	wendi.kurniawan@trakindo.co.id	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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