



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: DRAFTTC-20230709-0031	TCAR Date	: 09-07-2023
TCAR Status	: DRAFT	Department	: CONDITION MONITORING
Employee SN	: 00018675	Division	: SOUTHERN KAL
Employee Name	: BAYU AGUNG SUTRISNO	Branch	: SCC BANJARMASIN
Employee Email	: BAYU.A.SUTRISNO@TRAKINDO.CO.ID	Cost Center	: 10D0930BM

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE47049	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
13-07-2023	Land	Banjarmasin - Palangkaraya				business trip
14-07-2023	Land	Palangkaraya - Banjarmasin				travel back business trip

Cash Detail

Cash Advanced Usage Date : 13-07-2023 to 14-07-2023

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	meals	IDR	500,000.00

Total IDR : Rp 500,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00004241	FERY IRAWAN	SUPERIOR	firawan@trakindo.co.id	WAITING FOR APPROVAL
AP	FINANCE AP	AP	-	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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