



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230720-0122	TCAR Date	: 20-07-2023
TCAR Status	: APPROVED BY SUPERIOR	Department	: PARTS WAREHOUSE
Employee SN	: 10001285	Division	: NORTHERN KAL
Employee Name	: HENDRIK SAPUTRA	Branch	: BALIKPAPAN
Employee Email	: HENDRIK.SAPUTRA@TRAKINDO.CO.ID	Cost Center	: 10G3130HW

TCAR Detail

Purpose of Travel	: Training	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: 1B23O3102442	Internal Order Name	: +HOSE+AND+COUPLING +TRAINING
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
25-07-2023	Land	Balikpapan - Samarinda				TC SAMARINDA TRAINING HOSE AND COUPLING

Cash Detail

Cash Advanced Usage Date : 25-07-2023 to 25-07-2023

Expense Type	Description	Currency	Cash Requested
Training Domestic Travel - Accomodation	ACCOMODATION	IDR	1,000,000.00

Total IDR : Rp 1,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00015495	AGUS NUGROHO	SUPERIOR	agus.nugroho@trakindo.co.id	APPROVED
00003089	BUDI HARI SETIYONO	SUPERIOR	bsetyono@trakindo.co.id	APPROVED
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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