

## HEADER



### TCAR Number

GENERATE

### TCAR Date

30-07-2023

## DETAIL

### TCAR Period

01-08-2023 / 31-08-2023

### Bank Account

BANK RAKYAT INDONESIA

### Account Number

006301069349502

### 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**

● ADD

# No	Action	📅 Date	🔗 Method	📖 From	📖 To	KTP	Phone Number	📄 Cc	💬 Desc	💬 Desc
1	 	01-08-2023	Land	Jambi	Sarolangun				Visit to customer KDA	-
2	 	31-08-2023	Land	Sarolangun	Jambi				Travel back to jambi	-

**Cash Detail**

● ADD

# No	Action	🔗 Expense	💬 Desc	\$ Curr	🏠 Cash
1	 	Service - Daily Lumpsum	Meals, Fuel vehicle and motel	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