



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230807-0165	TCAR Date	: 10-08-2023
TCAR Status	: UPDATE BY REQUESTOR	Department	: SAMARINDA OPERATION
Employee SN	: 00004421	Division	: NORTHERN KAL
Employee Name	: MUHAMMAD HISYAM	Branch	: AREA NORTH KAL
Employee Email	: MHISYAM@TRAKINDO.CO.ID	Cost Center	: 10G0299JA

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: Yes
Internal Order No	: T2301DE38569	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
21-08-2023	Air	Balikpapan - Melak	3674030205770008	08121016137		site vsit
24-08-2023	Sea	Melak - Balikpapan				site vsit

## Cash Detail

Cash Advanced Usage Date : 21-08-2023 to 24-08-2023

Expense Type	Description	Currency	Cash Requested
--------------	-------------	----------	----------------

Total IDR : Rp 0.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00004243	AZKHWALDI AZIZ CHAN	SUPERIOR	aaziz@trakindo.co.id	WAITING FOR APPROVAL
OO	Office Operation	OO	-	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.

*This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.*