



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230305-0043	TCAR Date	: 05-03-2023
TCAR Status	: POSTED TO SAP	Department	: MINING MARKETING & SALES
Employee SN	: 10000547	Division	: MINING MKT&SLS
Employee Name	: MARTIN JOHN WILLIAMS	Branch	: HEAD OFFICE
Employee Email	: MARTIN.WILLIAMS@TRAKINDO.CO.ID	Cost Center	: 10Z0299MC

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: Yes
Travel Type	: Overseas	Corp Credit Card Holder	: No
Internal Order No	: T2302IE20183	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
19-03-2023	Air	Jakarta - United States of America	562007750	081110651717		Jakarta - Tucson - Jakarta (travel with Customer PPA)
28-03-2023	Air	United States of America - Jakarta	562007750	081110651717		Tucson - Jakarta (return)

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Business

Name	KTP	Phone Number	Company	Address	Description
Christianto	X1002143	081110651717	PT Putra Perkasa Abadi	PT Putra Perkasa Abadi	Customer
Mahendra Hadi Nagayogi	C4299608	081110651717	PT Putra Perkasa Abadi	PT Putra Perkasa Abadi	Customer

Cash Detail

Cash Advanced Usage Date : 19-03-2023 to 28-03-2023

Expense Type	Description	Currency	Cash Requested
Overseas Travel - Accomodation	Cash expenses - Taxi, Rental car, airport potter, luggage, etc	USD	1,500.00

Total IDR : Rp 0.00

Total USD : \$ 1,500.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00012414	SIMON W LAWTON	SUPERIOR	simon.lawton@trakindo.co.id	APPROVED
00014689	ALI RIDHO ALHABSYI	SUPERIOR	aralhabsyi@trakindo.co.id	APPROVED
AP	FINANCE AP	AP	-	APPROVED

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.