



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230331-0178	TCAR Date	: 31-03-2023
TCAR Status	: CLOSED	Department	: EXECUTIVE TRAINEE
Employee SN	: 00021348	Division	: HR
Employee Name	: SEVIRA RATRI PRATIWI	Branch	: HEAD OFFICE
Employee Email	: SEVIRA.PRATIWI@TRAKINDO.CO.ID	Cost Center	: 10Z0299JM

## TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
21-04-2023	Air	Balikpapan - Surabaya	357823600786000 2	08113566709		annual leave
21-04-2023	Land	Samarinda - Balikpapan	357823600786000 2	08113566709		annual leave
01-05-2023	Air	Surabaya - Balikpapan	357823600786000 2	08113566709		back to OJT location
01-05-2023	Land	Balikpapan - Samarinda	357823600786000 2	08113566709		back to OJT location

## Cash Detail

Cash Advanced Usage Date : 21-04-2023 to 01-05-2023

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00003354	LISTIBAHATI NURAHAYU	HUMAN RESOURCE	lbahati@trakindo.co.id	APPROVED
00020278	ZULFIADI	HUMAN RESOURCE	zulfiadi.susanto@trakindo.co.id	APPROVED
00025264	CHRISTIANTI FRISKA ANGELIANT	SUPERIOR	christianti.f.angeliant@trakindo.co.id	APPROVED
00004733	YUDI ADRIAN	SUPERIOR	yudi.adrian@trakindo.co.id	APPROVED

## File Attachment

Created Date	Created Name	File Name
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4/3/2023 3:42:28 PM	YUDI ADRIAN	approved annual leave 25-28 april 2023.pdf
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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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*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.*