
HEADER



TCAR Number

TC-20231023-0140

TCAR Date

23-10-2023

DETAIL

TCAR Period

04-11-2023 / 25-11-2023

Bank Account

BANK MANDIRI TBK

Account Number

1830000301878

Travel with assuredness

YES

NO

Travel Type

Domestic

Overseas

Hotel Reservation

YES

NO

Corp Credit Card Holder

YES

NO

Purpose of Travel*

Leave Request

Travel Detail

● ADD

# No	Action	Date	Method	From	To	KTP	Phone Number	Desc	Des
1	 	04-11-2023	Air	Jambi	Medan	1203020208910005	085270600904	annual leave ticket include with baggage	-
2	 	25-11-2023	Air	Medan	Jambi	1203020208910005	085270600904	please travel ticket with baggage	-

Cash Detail

● ADD

# No	Action	Expense	Desc	\$ Curr	Cash
No data found					

Total IDR Rp 0.00
Total USD \$ 0.00

LOG TRACKING MATRIX APPROVAL FILE ATTACHMENT

Choose Files No file chosen

* max file size 5 MB

(/Uploads/TCAR/TC-20231023-0140/___ PT. TRAKINDO UTAMA ___.pdf) ___ PT. TRAKINDO UTAMA ___.pdf
 2023-10-30 09:23:25
Upload by : JOKO SUSENO

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**

 **CLOSE**