

HEADER



TCAR Number

GENERATE

TCAR Date

31-10-2023

DETAIL

TCAR Period

01-11-2023 / 18-11-2023

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

# No	Action	Date	Method	From	To	KTP	Phone Number	Cc	Desc	Desc
1		01-11-2023	Land	Jambi	Muaro Jambi				Visit to customer retail	-
2		18-11-2023	Land	Muaro Jambi	Jambi				Travel back to office	-

Cash Detail

ADD

# No	Action	Expense	Desc	\$ Curr	Cash
1		Service - Meals	Fill fuel vehicle and meals	IDR	3,000,000.00

Total IDR 3,000,000.00

Total USD 0.00

LOG TRACKING	MATRIX APPROVAL	FILE ATTACHMENT
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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
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