HEADER ⌄

TCAR Number

DRAFTTC-20230930-0045

TCAR Date

30-09-2023

DETAIL

TCAR Period

01-11-2023 / 31-11-2023

Bank Account

BANK MANDIRI TBK

Account Number

1370005052341

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

● ADD

# No	Action	📅 Date	🔖 Method	🗺 From	📖 To	KTP	Phone Number	📲 Cc	💬 Desc	💬 Des
1	✏️ 🗑	01-11-2023	Land	Bengkulu	Muko Muko				Travel to site (Perform service order)	-
2	✏️ 🗑	31-11-2023	Land	Muko Muko	Bengkulu				Travel back	-

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

✏️ 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.**

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🗐 SAVE AS DRAFT   💾 SUBMIT   ✖ CLOSE