

HEADER**TCAR Number**

GENERATE

TCAR Date

20-12-2023

DETAIL**TCAR Period**

11-12-2023 / 31-12-2023

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*

Service Job



Travel Detail

● ADD

# No	Action	Date	Method	From	To	KTP	Phone Number	Cc	Desc	Desc
1	 	11-12-2023	Land	Jambi	Muara Bungo				TRAVEL TO JOB SITE TO INSTALL AND CHECK TRACK ADJUSTER	-
2	 	31-12-2023	Land	Muara Bungo	Jambi				TRAVEL BACK TO OFFICE JAMBI	-

Cash Detail

● ADD

# No	Action	Expense	Desc	\$ Curr	Cash
1	 	Service - Daily Lumpsum	SERVICE JOB	IDR	2,000,000.00

Total IDR

2,000,000.00

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**.

 SAVE AS DRAFT SUBMIT CANCEL