

HEADER



TCAR Number

GENERATE

TCAR Date

12-01-2024

DETAIL

TCAR Period

15-01-2024 / 15-01-2024

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*

Leave Request

Travel Detail

# No	Action	Date	Method	From	To	KTP	Phone Number	Desc
1		15-01-2024	Air	Jambi	Pangkal Pinang	6471055211760008	082179326856	Cuti tahunan Tiket tahun 2024

Employee Listed as Traveller

<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
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Assuredness Purpose

<input checked="" type="checkbox"/> Business	<input type="checkbox"/> Non-Business
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Total Traveller

2

Assuredness Detail

#	Action	Person	Company	Address	Desc	KTP	Phone Number
1		SURYANI NOVALIN ARITONANG	TRAKINDO	Jln.R.Hundani - Lontong Pancur Pangkalpinang	Cuti Tahunan 2024	6471055211760008	082179326856

Cash Detail

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

Total IDR 0.00

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