



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20190702-0047	TCAR Date	: 02-07-2019
TCAR Status	: POSTED TO SAP	Department	: EQUIPMENT MANAGEMENT (EM)
Employee SN	: 00003481	Division	: EAST INDONESIA
Employee Name	: KAMAL SURABA	Branch	: SOROAKO
Employee Email	: KAMAL.SURABA@TRAKINDO.CO.ID	Cost Center	: 10B4870HM

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:

Date	Transport Method	From - To	Cost Center	Description
06-07-2019	Land	Sorowako - Makassar		Training
07-07-2019	Air	Makassar - Jakarta		Training
12-07-2019	Air	Jakarta - Makassar		Training
15-07-2019	Land	Makassar - Sorowako		Training

## Cash Detail

Cash Advanced Usage Date : 06-07-2019 to 15-07-2019

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Meals	Dinner (Travel from Sorowako to Makassar)	IDR	50,000.00
Domestic Travel - Meals	Breakfast at Hasanuddin Airport	IDR	80,000.00
Domestic Travel - Meals	Breakfast at Soekarno - Hatta Airport	IDR	80,000.00
Domestic Travel - Meals	Lunch at Makassar	IDR	60,000.00
Domestic Travel - Public Transportation	Taxi from Soekarno - Hatta Airport to Hotel	IDR	190,000.00
Domestic Travel - Public Transportation	Taxi from Hotel to TMT (4 days)	IDR	400,000.00
Domestic Travel - Public Transportation	Taxi from Hotel to Soekarno - Hatta	IDR	190,000.00
Domestic Travel - Public Transportation	Taxi from Hasanuddin Airport to Terminal	IDR	100,000.00
Domestic Travel - Public Transportation	Dinner (Trave from Makassar to Sorowako)	IDR	50,000.00

Total IDR : Rp 1,200,000.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00003637	SYAMSUL BACHRU	SUPERIOR	sbachru@trakindo.co.id	APPROVED
AP	FINANCE AP	AP	-	APPROVED

## File Attachment

Created Date	Created Name	File Name
7/2/2019 10:00:10 AM	KAMAL SURABA	Seat Confirmation_Coaching Counseling Training_8-11 Jul 2019.pdf

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.

---

*This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.*