

Agus Waskito

From: Riska Aditya Larasati
Sent: Wednesday, March 21, 2018 4:36 PM
To: Agus Waskito; Cici Suryani; Riska Fitriastuti
Cc: Mia Amelia; Teguh Suharianto
Subject: RE: Request Akomodasi (Site Visit Banyuwangi - Tumpang Pitu)

Dear Pak Agus,

Pada tanggal 19 Maret, kami sudah approve TCAR Bapak dengan nomor TC-20180316-0053. Jika Bapak ingin menambahkan advance untuk keperluan akomodasi hotel, maka mohon dibuatkan TCAR baru. TCAR yang lama tidak akan kami proses pembayarannya.

Cash Detail

#	Expense Type	Description	Cost Center	Currency
1	Domestic Travel - Public Transportation	Transport (Bandara - Kantor - Bandara)		IDR
2	Domestic Travel - Meals	Meal for 3 days		IDR
				Total IDR
				Total USD

LOG TRACKING	MATRIX APPROVAL	FILE ATTACHMENT		
Role	Date	Action By	Status	Comments
REQUESTOR	3/16/2018 5:11:41 PM	AGUS WASKITO	CREATED	Site Visi
SUPERIOR	3/19/2018 2:33:01 PM	CIPTO ADI SEPOETRO	APPROVED BY SUPERIOR	OK app
AP	3/19/2018 4:04:37 PM	RISKA ADITYA LARASATI	APPROVED BY FINANCE AP	-
Apps	3/19/2018 4:05:19 PM	Apps	POSTED TO SAP	-

Terima kasih.

Regards,
Ica

From: Agus Waskito
Sent: Wednesday, March 21, 2018 4:11 PM
To: Cici Suryani <cici.suryani@trakindo.co.id>; Riska Aditya Larasati <riska.larasati@trakindo.co.id>; Riska Fitriastuti <riska.fitriastuti@trakindo.co.id>
Cc: Mia Amelia <mia.amelia@trakindo.co.id>; Teguh Suharianto <teguh.suharianto@trakindo.co.id>
Subject: RE: Request Akomodasi (Site Visit Banyuwangi - Tumpang Pitu)

Ditunggu info baliknya,

Best Regards,

Agus Waskito
Service Operation Excellence

PT Trakindo Utama
TMT 1 Building, 11th Floor

Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia

+62 21 7822373 (Ext.1117) • +62811 3943 733

Agus.waskito@trakindo.co.id

www.trakindo.co.id

Call Center 1500 228

Facebook • LinkedIn • Instagram: PT Trakindo Utama

A member of  **Tiara Marga Trakindo Group**

From: Cici Suryani

Sent: Tuesday, March 20, 2018 4:41 PM

To: Agus Waskito <agus.waskito@trakindo.co.id>; Riska Aditya Larasati <riska.larasati@trakindo.co.id>; Riska Fitriastuti <riska.fitriastuti@trakindo.co.id>

Cc: Mia Amelia <mia.amelia@trakindo.co.id>; Teguh Suharianto <teguh.suharianto@trakindo.co.id>

Subject: RE: Request Akomodasi (Site Visit Banyuwangi - Tumpang Pitu)

Mba Mia..

Mohon bisa di bantu ya mba hal ini
Karena di site tsb tdk ada kerjasama hotel mba...

Thanks

Best Regards

Cici Suryani

Office Operation Department

PT Trakindo Utama

Gedung TMT 1, Lantai 16th Floor

Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia

Tel. +62 21 299 766 20 • Ext: 2967 Mobile: 081281819641 / 08119869383

cici.suryani@trakindo.co.id

www.trakindo.co.id

A member of **Tiara Marga Trakindo Group**

From: Agus Waskito

Sent: Tuesday, March 20, 2018 4:27 PM

To: Riska Aditya Larasati; Riska Fitriastuti

Cc: Cici Suryani; Mia Amelia; Teguh Suharianto

Subject: RE: Request Akomodasi (Site Visit Banyuwangi - Tumpang Pitu)

Dear Finance,

Mohon dibantu proses TCAR digunakan untuk biaya akomodasi site visit ke Tumpang Pitu (Banyuwangi), dikarenakan tidak adanya penginapan dilokasi yang menerima GL/Voucher.

Estimasi untuk akomodasi (4 hari x 550,000) Total Rp. 2,200,000. Barusan saya minta tolong team TU Banyuwangi untuk booking penginapan terdekat dengan lokasi site dituju (penginapan yang sebelumnya juga menjadi tujuan/tempat menginap TU).

Best Regards,

Agus Waskito

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A member of  **Tiara Marga Trakindo Group**

From: Cici Suryani

Sent: Tuesday, March 20, 2018 3:58 PM

To: Agus Waskito <agus.waskito@trakindo.co.id>

Subject: RE: Request Akomodasi (Site Visit Banyuwangi - Tumpang Pitu)

Noted pak

As by phone ya sdh done ya pak

Thanks

Best Regards

Cici Suryani

Office Operation Department

PT Trakindo Utama

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A member of **Tiara Marga Trakindo Group**

From: Agus Waskito

Sent: Tuesday, March 20, 2018 3:52 PM

To: Cici Suryani

Subject: RE: Request Akomodasi (Site Visit Banyuwangi - Tumpang Pitu)

Mbak Cici,

Di TCAR yang sudah di approve sebelumnya, status untuk Hotel Reservasi centrang "YES".

Trakindo CAT

View TCAR AGUS WASKITO

HEADER

TCAR Number: TC-20180316-0053 TCAR Date: 16-03-2018

DETAIL

TCAR Period: 26-03-2018 / 01-04-2018 Bank Account: BANK MUAMALAT INDONESIA Account Number: 0166606742

Travel with assuredness: YES NO Travel Type: Domestic Overseas **Hotel Reservation**: YES NO Corp Credit Card Holder: YES NO

Purpose of Travel: Business Travel Hotel Reservation Purpose: 7000002001 - Overhead Travel Expenses Domestic

Best Regards,

Agus Waskito
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A member of **Tiara Marga Trakindo Group**

From: Cici Suryani
Sent: Tuesday, March 20, 2018 3:04 PM
To: Teguh Suharianto <teguh.suharianto@trakindo.co.id>; Agus Waskito <agus.waskito@trakindo.co.id>
Cc: Muhammad Ichsan <michsan@trakindo.co.id>; Cipto Adi Sepoetro <cipto.sepoetro@trakindo.co.id>
Subject: RE: Request Akomodasi (Site Visit Banyuwangi - Tumpang Pitu)

Dear Pak Agus..

Silakan mengajukan TCAR saja pak untuk akomodasinya
 Tdk by voucher krn tdk ada rekanan hotel yang kerjasama by CRD hanya ada home stay dan dan losmen saja

Thanks

Best Regards

Cici Suryani
Office Operation Department

PT Trakindo Utama

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A member of **Tiara Marga Trakindo Group**

From: Teguh Suharianto

Sent: Tuesday, March 20, 2018 8:27 AM

To: Agus Waskito; Cici Suryani

Cc: Muhammad Ichsan; Cipto Adi Sepoetro

Subject: RE: Request Akomodasi (Site Visit Banyuwangi - Tumpang Pitu)

Bapak Agus/Ibu Cici,

Informasi Untuk di pulau merah hotel tidak tersedia, yang ada Home Stay. Kalau untuk sekedar Booking kami di site bisa bantu, Tambahan di Pulau Merah tidak tersedia ATM dan harus bawa Uang cash pada saat visit (Untuk akomodasi Home Stay, Taxi, Makan dll). Demikian informasi yang dapat kami sampaikan.

Best Regards

Teguh Suharianto

PT Trakindo Utama

Site Operation Tujuh Bukit Copper & Gold Project PT BSI

Tumpang Pitu Pulau Merah, Dusun Pancer Desa Sumber Agung

Kecamatan Pesanggaran Banyuwangi – Jawa Timur 68488

M: + 62 08113009420 / M: + 62 081237082819

Teguh.suharianto@trakindo.co.id

A member of  **Tiara Marga Trakindo Group**

From: Cici Suryani

Sent: Tuesday, March 20, 2018 07:41

To: Agus Waskito

Cc: Muhammad Ichsan; Cipto Adi Sepoetro; Teguh Suharianto

Subject: RE: Request Akomodasi (Site Visit Banyuwangi - Tumpang Pitu)

Oke pak kami coba carikan lewat CRD hotelnya

Thanks

Best Regards

Cici Suryani

Office Operation Department

PT Trakindo Utama

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A member of **Tiara Marga Trakindo Group**

From: Agus Waskito

Sent: Monday, March 19, 2018 3:12 PM

To: Cici Suryani

Cc: Muhammad Ichsan; Cipto Adi Sepoetro; Teguh Suharianto

Subject: Request Akomodasi (Site Visit Banyuwangi - Tumpang Pitu)

Dear Mbak Cici,

Mohon dibantu proses request / booking hotel di Pulau Merah (Banyuwangi – Site Tumpang Pitu) untuk tanggal 26-29 Maret 2018.

Referensi berdasar (TCAR) status sudah di approve.

Advise dari teman-teman TU di Banyuwangi disarankan untuk booking di “Red Island Jessi's Beach” sebagaimana visitor TU sebelumnya, jarak yang tidak jauh menuju Site (Sekitar 5 km).

Alamat: Sumberagung, Pesanggaran, Kabupaten Banyuwangi, Jawa Timur 68488

Kami tunggu info baliknya.

Best Regards,

Agus Waskito

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