



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230105-0008	TCAR Date	: 05-01-2023
TCAR Status	: POSTED TO SAP	Department	: AREA PARTS
Employee SN	: 00005215	Division	: JAVA
Employee Name	: IWAN FAUZAN	Branch	: AREA JAVA
Employee Email	: IWAN.FAUZAN@TRAKINDO.CO.ID	Cost Center	: 10A0230HY

TCAR Detail

Purpose of Travel	: Relocation-Permanent	Travel with Asuredness	: Yes
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
07-01-2023	Land	Sangatta - Samarinda				
07-01-2023	Air	Samarinda - Jakarta	3578101709760004	08125135515		

Assuredness

Employee Listed as Traveller : Yes Assuredness Purpose : Non - Business

Name	KTP	Phone Number	Relationship	Description
Veronika Sinabutar	6371026306850007	08125135515	Spouse	Pindahan keluarga dari Sangatta ke BSD
Rafa Fauzan	6371021406070008	08125135515	Child	Pindahan keluarga dari Sangatta ke BSD
Reyza Adinata Fauzan	6371020303090002	08125135515	Child	Pindahan keluarga dari Sangatta ke BSD

Cash Detail

Cash Advanced Usage Date : 07-01-2023 to 07-01-2023

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	\$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00028692	MUHAMMAD ISMAIL TOU	HUMAN RESOURCE	muhammad.tou@trakindo.co.id	APPROVED
00034154	GUSNAWAN ADI PUTRA	SUPERIOR	gusnawan.putra@trakindo.co.id	APPROVED

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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