



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: DRAFTTC-20180821-0015	TCAR Date	: 23-08-2018
TCAR Status	: DRAFT	Department	: WORKSCOPE MANAGEMENT
Employee SN	: 00005867	Division	: CUST SUPPORT
Employee Name	: RAMA ARUNGLA'BI	Branch	: HEAD OFFICE
Employee Email	: RAMA.ARUNGLABI@TRAKINDO.CO.ID	Cost Center	: 10W0270LM

TCAR Detail

Purpose of Travel	: Business Travel	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No

Date	Transport Method	From - To	Cost Center	Description
27-08-2018	Air	Jakarta - Balikpapan		Develop workscope machine model rotary drill 6250
31-08-2018	Air	Balikpapan - Jakarta		Develop workscope machine model rotary drill 6250

Cash Detail

Cash Advanced Usage Date : 27-08-2018 to 05-09-2018

Expense Type	Description	Currency	Cash Requested
Domestic Travel - Public Transportation	Transportation from Hotel to Trakindo office - Trakindo office to Hotel as long 5 days	IDR	400,000.00
Domestic Travel - Meals	Meals at Soekarno-Hatta airport	IDR	200,000.00
Domestic Travel - Meals	Meals at Sepinggan airport	IDR	200,000.00
Domestic Travel - Meals	Meal while at Balikpapan	IDR	300,000.00
Domestic Travel - Public Transportation	Transportation from Hotel to Sepinggan airport	IDR	200,000.00
Domestic Travel - Public Transportation	Transportation from Sepinggan airport to Hotel	IDR	200,000.00

Total IDR : Rp 1,500,000.00
Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00031742	ARFAN HERMAWAN	SUPERIOR	arfan.hermawan@trakindo.co.id	WAITING FOR APPROVAL
AP	FINANCE AP	AP	-	WAITING FOR APPROVAL

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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