![Trakindo CAT logo]

TEMPORARY CASH ADVANCE REQUEST

TCA NO	: PC-20220517-0006	TCA Date	: 17-05-2022
TCA Status	: POSTED TO SAP	Department	: Service Direct
Employee SN	: 00007958	Division	: SUMATERA
Employee Name	: ANTONI SAILAN	Branch	: Tanjung Enim
Employee Email	: antoni.sailan@trakindo.co.id	Cost Center	: 10F6360HA

Cash Detail

Cash Advanced Usage Date : 17-05-2022 to 17-05-2022

Date	Expense Type	Description	Currency	Cash Requested
17-05-2022	Service - Vehicle Fuel	Untuk support Fuel BG 9085 NI	IDR	2,000,000.00
			Total IDR :	Rp 2,000,000.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00004465	YUYUN ISNINAYA	SUPERIOR	yuyun.isninaya@trakindo.co.id	APPROVED
00006492	NASRULLAH	SUPERIOR	nasrullah@trakindo.co.id	APPROVED
AP	FINANCE AP	AP	-	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.

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.