



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230428-0092	TCAR Date	: 28-04-2023
TCAR Status	: POSTED TO SAP	Department	: OPERATOR TRAINER
Employee SN	: 00012597	Division	: NORTHERN KAL
Employee Name	: MUHAMMAD IRWAN	Branch	: SANGATTA
Employee Email	: MUHAMMAD.IRWAN@TRAKINDO.CO.ID	Cost Center	: 10G3899FY

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE44535	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
02-05-2023	Land	Sangatta - KAUBUN				Support Unloading 2x 773E PT Ganda Alam Makmur di Site Kaubun
05-05-2023	Land	KAUBUN - Sangatta				Support Unloading 2x 773E PT Ganda Alam Makmur di Site Kaubun

Cash Detail

Cash Advanced Usage Date : 02-05-2023 to 05-05-2023

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003271	DODY SUWONDO	SUPERIOR	dody.suwondo@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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