



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: DRAFTTC-20240120-0024	TCAR Date	: 20-01-2024
TCAR Status	: DRAFT	Department	: PS SALES SUPERVISION
Employee SN	: 00013133	Division	: JAVA
Employee Name	: MUHAMMAD SUBHAN ANWAR	Branch	: MATARAM
Employee Email	: MUHAMMAD.ANWAR@TRAKINDO.CO.ID	Cost Center	: 10A1230FZ

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: 1B24T1100474	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
22-01-2024	Air	Mataram - Denpasar				Cascade PS Summit to PS Sales Team DPS
23-01-2024	Air	Denpasar - Waingapu				EM Awareness to PT. MSM
27-01-2024	Air	Waingapu - Mataram				Travel Back

## Cash Detail

Cash Advanced Usage Date : 22-01-2024 to 27-01-2024

Expense Type	Description	Currency	Cash Requested
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Total IDR : Rp 0.00

Total USD : \$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00025743	JEFFRY RANGGA WINATA	SUPERIOR	jeffry.winata@trakindo.co.id	WAITING FOR APPROVAL
00003508	HENDRA SURYANA	SUPERIOR	hsuryana@trakindo.co.id	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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