



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20230621-0020	TCAR Date	: 21-06-2023
TCAR Status	: POSTED TO SAP	Department	: SERVICE DIRECT
Employee SN	: 00018942	Division	: SUMATERA
Employee Name	: DWI PRAKOSO	Branch	: MUARA BUNGO
Employee Email	: DWI.PRAKOSO@TRAKINDO.CO.ID	Cost Center	: 10F0460HA

TCAR Detail

Purpose of Travel	: Service Job	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
21-06-2023	Land	Bungo - Batanghari				support job retail muara bungo
26-06-2023	Land	Batanghari - Bungo				travell back support job retail muara bungo

Cash Detail

Cash Advanced Usage Date : 21-06-2023 to 26-06-2023

Expense Type	Description	Currency	Cash Requested
Service - Daily Lumpsum	support job muara bungo	IDR	1,000,000.00

Total IDR : Rp 1,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00009620	ZETRISMAN	SUPERIOR	zetrisman@trakindo.co.id	APPROVED
00003901	BAMBANG SURYADARMA	SUPERIOR	bambang.suryadarma@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.

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