



# TEMPORARY CASH ADVANCE REQUEST



TCA NO	: PC-20220812-0019	TCA Date	: 12-08-2022
TCA Status	: POSTED TO SAP	Department	: Human Resources
Employee SN	: 00019663	Division	: JAVA
Employee Name	: RIANA DEWI RAHAYUNINGSIH	Branch	: BSD
Employee Email	: riana.rahayuningsih@trakindo.co.id	Cost Center	: 10A1099JB

## Cash Detail

Cash Advanced Usage Date : 12-08-2022 to 12-08-2022

Date	Expense Type	Description	Currency	Cash Requested
12-08-2022	Internal Events – TUSRA	Pemberian Voucher untuk Employee / talent yang berkontribusi di Trakindo Idol	IDR	3,500,000.00

Total IDR :

Rp 3,500,000.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00003295	REKY HENDRAWAN	SUPERIOR	rhendraw@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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