



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20170522-0015	TCAR Date	: 22-05-2017
TCAR Status	: APPROVED BY SUPERIOR	Department	: MINING MARKETING
Employee SN	: 00021002	Division	: MIN MARKETING
Employee Name	: CHRISTOPHER JOHN HEATON	Branch	: HEAD OFFICE
Employee Email	:	Cost Center	: 10Z0299MC

TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: Yes

Date	Transport Method	From - To	Description
24-05-2017	Air	Jakarta - Bali	Please deduct from Chris Heaton's travel allowance.

Cash Detail

Cash Advanced Usage Date : 24-05-2017 to 24-05-2017

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00041924	DAVID FREDDYNANTO	SUPERIOR	-	APPROVED
00040424	KRISTIN NATALIA HUTAHAEAN	HUMAN CAPITAL	-	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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