



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20200804-0051	TCAR Date	: 04-08-2020
TCAR Status	: POSTED TO SAP	Department	: ENGINE SALES REPS
Employee SN	: 00028303	Division	: ENGINE SALES
Employee Name	: ARYA RAHARJASA	Branch	: BANDUNG
Employee Email	: ARYA.RAHARJASA@TRAKINDO.CO.ID	Cost Center	: 10A0520FZ

TCAR Detail

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

Date	Transport Method	From - To	Cost Center	Description
05-08-2020	Land	Bandung - Jakarta		Malindo Head Office
06-08-2020	Land	Bandung - Subang		DAHANA, MALINDO,
07-08-2020	Land	Bandung - Cianjur		POU YEN INDONESIA, PRATAMA ABADI, RSUD CIANJUR
10-08-2020	Land	Bandung - Ciamis		RSUD CIAMIS, DPRD CIAMIS, ETC
11-08-2020	Land	Bandung - Tasikmalaya		DPRD TASIKMALAYA, RSUD SINGAPARMNA, SEKRETARIAT KABUPATEN
24-08-2020	Land	Bandung - Garut		INSPEKTORATKAB GARUT, RSUD GARUT
31-08-2020	Land	Bandung - Cirebon		PERTAMINA, PENGADILAN AGAMA

Cash Detail

Cash Advanced Usage Date : 05-08-2020 to 31-08-2020

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
00015256	AGUNG AVIANTO	SUPERIOR	agung.avianto@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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