TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20210203-0119	TCAR Date	: 03-02-2021
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	KTP	Phone Number	Cost Center	Description
03-02-2021	Land	Bandung - Sukabumi				Follow up data SIRUP LKPP
08-02-2021	Land	Bandung - Cirebon				Follow up data SIRUP LKPP
15-02-2021	Land	Bandung - Ciamis				Follow up data SIRUP LKPP
22-02-2021	Land	Bandung - Subang				Follow up data SIRUP LKPP
28-02-2021	Land	Bandung - Tasikmalaya				Follow up data SIRUP LKPP

Cash Detail

Cash Advanced Usage Date   : 03-02-2021 to 28-02-2021

Expense Type	Description	Currency	Cash Requested
		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.