

TRAVEL & CASH ADVANCE REQUEST



TCAR NO

: TC-20190703-0033

TCAR Date

: 03-07-2019

TCAR Status

: POSTED TO SAP

Department

ENGINE SALES - WEST

JAVA

Employee SN

: 00028303

Division

: POWER SYS SLS

Employee Name

Branch

Employee Email

: ARYA RAHARJASA

: BANDUNG

: 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 | | Karana kadelel | Draggalica |
|------------|------------------|-------------------|----------------|--------------------------------------|
| 04-07-2019 | Land | Bandung - Cirebon | | Presentasi 3512B 1500 kVA RSUD Waled |
| 05-07-2019 | Land | Cirebon - Subang | | kunjungan PT. Dahana 10,2 MVA |

Cash Detail

Cash Advanced Usage Date

: 04-07-2019 to 05-07-2019

| Expense Type Description Californity Carr Regulastics |
|---|
|---|

Total IDR:

Rp 0.00

Total USD:

\$ 0.00

Approval Matrix

| SN | Employee Name | | Email | |
|----------|--------------------------|----------|---------------------------|----------|
| 00039107 | R SOFIAN JORDAN SIPAYUNG | SUPERIOR | r.sipayung@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.

This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.



TRAVEL & CASH ADVANCE **REQUEST**



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: ENGINE SALES - WEST

JAVA

Employee SN

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: POWER SYS SLS

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: 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 | | | |
|----------------|---------------------|----------------------|--|--|--|--|
| 07-07- 2019 | Land | Bandung - Jakarta | travel bandung -jakarta for engine semester meeting | | | |
| 08-07- 2019 | Land | Jakarta - Jakarta | engine semester meeting at PT Trakindo Utama BSD | | | |
| 09-07- 2019 | Land | Jakarta - Bandung | PT. Malindo Utama HO, Fatmawati meeting and travel back to bandung | | | |

Cash Detail

Cash Advanced Usage Date

: 07-07-2019 to 09-07-2019

| Expense Typo Description | Currency Cost Requester | natala e e a Sistema e e |
|--------------------------|-------------------------|-----------------------------|
| | Total IDR: | Rn 0 00 |

Total USD:

\$ 0.00

Approval Matrix

| SN | Employee Name | Roles — Edition | Email | 546 155 |
|----------|--------------------------|-----------------|---------------------------|----------|
| 00039107 | R SOFIAN JORDAN SIPAYUNG | SUPERIOR | r.sipayung@trakindo.co.id | APPROVED |

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03/07/2019 17:34:27

10/02/03

11/1/2019

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Gold Field MANOTRI 4400

Charachadhubb (Chb) — bir Cabach

CIPERNA TIMUR

04/07/2019 16:30:34

04/02/02

No Seri: 714812

06303/150158

ASAL GERBANG: CILEDUG 2 [21 44]

a Million

GOL-Le-Toil Mandiri Rp 21500

SN:6032986058103697

Rp 303925

47,000 56,000 63,000 63,000 \$66,000

LINTAS MARGA SEDAYA Info Tol : (0260)7600 600

PALIMANAN UTAMA

05/07/ 019 08:40:56

20/01/01

Seri:0 4010

060291-011002

Asal G rbang : 27 [KANCI] Gol-1 e-Toll MANDIRI 12000

CN:603 986076873396 Rp.466000

FDASA MARKIN A - 10 - 65 T DEST MARGE (PREZERO) P Gol. Kendaraan

T JATA MARGA

(PECLEO) P

(PERCE D) WE ARREST TO Section for the section

(MCRSCRO) AT P PT 344 N MARGA P

(PEZUSRO) pr**∛**

JALI FOL LINGKARLUAR JAKARTA Info Tol.: © 14080

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07/07/2011 15:01:48 04/02/02 No seri : 57552 666557 GOL-1 e-7: 1 Mandiri Rp15000

CN: 6032981 58103697 Rp. 158925

(PEH-YRO) pr PT SOLD ACA

INSAMARGA

Live highway Carobiates info Tol: © 14080

PASTEUR

09/07/2019 01:40:08

04/03/03

180716-150456

Asal Gerbang : 38 [KALIHURIP UTAMA 1]

Gol-1 a-Toll MANDIRI 48000 CN:6037 8103697 Rp.79425

Seri:025405

. 30 206 20 2 4 Mg 55 16 ed a Camparida as No. Nota : 01.02.00028 Jum'at, 19 Juli 2019 22:41 1.44 Jenis 88M Par Inch : Pertalite 33.5 [10] $C_{4} = 3$ Harqa/liter : Ro. COOK 7.450 Nomor Pompa : 1 Liter 26.140 Nomor Selang : 2 Nomor Nota : 2087 ŧ γb' Assess: (t, -)Jenis BBM : BioSolar of the colony Liter The second second e ha fodus (sed object og versje Tumai : Rp. 200.000 Harga/liter : Rp. Lichton Line Bara 51 Kembali : Rp. 0000 Total i Mp. PI. PERTAMINA/RETAL Operator a Terima SPBU 3140/501 0 6. 34.40220 Ji. Soekarno Hatta no.728 Bandung V86-863 Terima kasih dan Selemat jalan H. PURWAY MITTALES, 1 ANTAGARE BANDONG $(\mathcal{K}, \mathcal{V})$ 7. TO GOOD TOTALLS Shift: i No. Frans: 845235 Waktu: 31/07/2019 08: Ja:49 2/40//2003 Pulau/Pompa : Ib. 42 Paradia dia 27795 Produk : Pertalité : Rp.7,650 Harya/L 自由, 速。 Jml Liter : 32,67 L Grade riami. Ind Rupiah : Rp.250,000 Alteración) 31.0 Part of Dollars 1336 C (AL) HERBUR . T # # Z de saa Kasih. Dengan membeli Pe Manda tidak ikut-ikutan mengambi Terline La Helson golongan tidak mampu Sections of the sec Hari-bali dan selamat jalan <u>Tuan</u> Jalan Arcamanik Endah No. 7 Toko Telepon 0878 2457 6691 Nota No. Nama Barang Banyak Harga Jumlah 20 1500 30.000 idi na 20 1000 20.000 20 1500 Pandan 39 OOC 40,000 1)6 20 2000 2 Air 20 1200 30. <u>00</u>0 TGL:4/7/ @ SHIFT □ I □ II B OUTLET NO.PO **OPERATOR** B.CUO LAYANAN MOBIL MOTO ISI AWAL TAMBAH NITROGEN CETA CONTROL TAMBAL BAN + NITROGEN BONGKAR PASANG BAN PENUKARAN BAN AMERA KUTE & MARANAN TOTAL 18 000 Total Rp 1). Arcamenik Endah No. 27 Tanda Terima; RIMA PESANAN - 0376245 Hormat kami, Terima i Kunjun

<u> Breu 34.4022</u>0

Rabu, 17 Juli 2019 09:27:47

Jl.PURWAKARTA NO.1

ANTAPANI - BANDUNG Telp.022-7201675

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PUTCOME BALLIONS

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PT GRIVA WAS UTAWA

Jl. Surapati NO.119

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SPBU 34.40128

Bandung

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