



# 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	: 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
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	Amount	Cost Center
		Total IDR :	Rp 0.00
		Total USD :	\$ 0.00

## Approval Matrix

SN	Employee Name	Role	Email	Status
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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TCAR Status	: POSTED TO SAP	Department	: ENGINE SALES - WEST JAVA
Employee SN	: 00028303	Division	: POWER SYS SLS
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
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 Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	\$ 0.00

## Approval Matrix

SN	Employee Name	Rate	Email	Status
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.

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~~SPBU 34.40228~~

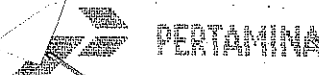
Jl. PURWAKARTA NO.1  
ANTAPANI - BANDUNG  
Telp. 022-7201675

158.207

Rabu, 17 Juli 2019 09:27:47

No. Nota : 01.02.00028  
Jenis BBM : Peralite  
Harga/liter : Rp. 7.650  
Liter : 26,140  
Total : Rp. 200.000

Tunai : Rp. 200.000  
Kembali : Rp. 0000



PT. GRIVA MAS UTAMA

SPBU 34.40128  
Jl. Surapati NO.119  
Bandung

158.809

Jum'at, 19 Juli 2019 22:40

Nomor Pompa : 1  
Nomor Selang : 2  
Nomor Nota : 2097  
Jenis BBM : BioSolar  
Liter : 31  
Harga/liter : Rp. 5000  
Total : Rp. 200.000

Operator : Terima

Terima kasih dan Selamat jalan

PT. PERTAMINA (RETAIL)

SPBU 3140601

Jl. Soekarno Hatta no.728  
Bandung

158.853

Shift: I No. Trans: 845235  
Waktu: 31/07/2019 08:13:49

Pulau/Pompa : 10.12  
Produk : Peralite  
Harga/L : Rp. 7.650  
Jml Liter : 32.67 L  
Tm Rupiah : Rp. 250,000

Terima Kasih. Dengan membeli Produk  
Anda Tidak ikut-ikutan mengambil  
golongan tidak mampu  
Hati-hati dan selamat jalan

# GENDHIS

Jalan Arcamanik Endah No. 77  
Telepon 0878 2457 6691

Nota No. ....

Bandung, 04 Juli 2019

Tuan  
Toko

Nama Barang	Banyak	Harga	Jumlah
Puding	20	1500	30.000
pastel	20	1000	20.000
Bolu Pandan	20	1500	30.000
Lemper DE	20	2000	40.000
Kofak & Air	20	1500	30.000

ANITA KUE & MAKANAN

gendhis

Total Rp 150.000

Jl. Arcamanik Endah No. 77

Tanda Terima, RUMAH PESANAN - 087824576691 Hormat kami,

## Nitrogen

Comfortable Driving

TGL: 4/7/2019 SHIFT  I  II  B

OUTLET		NO. PO
OPERATOR		B.401
LAYANAN	MOBIL	MOTOC
ISI AWAL		
TAMBAH NITROGEN	18.000	
TAMBAL BAN + NITROGEN	10.000	
BONGKAR PASANG BAN		
PENUKARAN BAN		
TOTAL	28.000	

Misalnya struk pembayaran sebagai bukti garansi layanan. Kami tidak akan melayani komplain tanpa adanya struk pembayaran (garansi berlaku 7 hari). Garansi tidak berlaku untuk ban gundul, ban sobek dan fambal ban samping.

Terima  
Kunjungan