



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20210305-0071	TCAR Date	: 05-03-2021
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	:
Hotel Reservation Purpose	: 7000002001 - Overhead Travel Expenses Domestic		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
08-03-2021	Land	Bandung - Majalengka				DPMTSP SUMEDANG, DISKOMINFO MAJALENGKA, BPBD MAJALENGKA, RSUD MAJALENGKA, RSUD TALAGA
15-03-2021	Land	Bandung - Cirebon				SEKDA KOTA CIREBON, UPTD PP MPP KOTA CIREBON, BP4D KOTA CIREBON, DINKES CIREBON
22-03-2021	Land	Bandung - Tasikmalaya				KPKNKL KOTA TASIKMALA, DPMTSP KOTA TASIKMALAYA, RS SMC KAB TASIKMALAYA
31-03-2021	Land	Bandung - Sukabumi				RSUD SEKARWANGI, RSUD JAMPANG KULON,

## Cash Detail

Cash Advanced Usage Date : 08-03-2021 to 31-03-2021

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.

*correct information is as stated in the system.*