



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20181213-0019	TCAR Date	: 13-12-2018
TCAR Status	: CREATED	Department	: MACHINE SALES REPS
Employee SN	: 00029301	Division	: PP SALES
Employee Name	: THOMI INDARYANTO	Branch	: BENGKULU
Employee Email	: THOMI.INDARYANTO@TRAKINDO.CO.ID	Cost Center	: 10F2810FZ

TCAR Detail

Purpose of Travel	: Training	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No

Date	Transport Method	From - To	Cost Center	Description
16-12-2018	Air	Bengkulu - Jakarta	10F2810FZ	Training Next Gen Hex 330, 345, 336 tanggal 17 sampai 18 Desember 2018

Cash Detail

Cash Advanced Usage Date : 16-12-2018 to 16-12-2018

Expense Type	Description	Currency	Cash Requested
		Total IDR :	Rp 0.00
		Total USD :	\$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00007162	FREDDY SEMBIRING	SUPERIOR	freddy.sembiring@trakindo.co.id	WAITING FOR APPROVAL
00015256	AGUNG AVIANTO	SUPERIOR	agung.avianto@trakindo.co.id	WAITING FOR APPROVAL

File Attachment

Created Date	Created Name	File Name
12/13/2018 9:49:03 AM	THOMI INDARYANTO	Seat Confirmation_Next Gen Hex 330, 345, 336 Training _ 17-18 Dec 2018.pdf

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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