



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20240115-0071	TCAR Date	: 19-01-2024
TCAR Status	: APPROVED BY SUPERIOR	Department	: METSO SALES EXECUTIVE
Employee SN	: 00032857	Division	: C&F MKT & SLS
Employee Name	: ACHMAD FEBY SUPUFI	Branch	: HEAD OFFICE
Employee Email	: ACHMAD.SUPUFI@TRAKINDO.CO.ID	Cost Center	: 10Z0210FF

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Overseas	Corp Credit Card Holder	: No
Internal Order No	: 1N24T1100343	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KTP	Phone Number	Cost Center	Description
18-03-2024	Air	Jakarta - Thailand	317308240279005	08111464927		Undangan Value Sales Training METSO
22-03-2024	Air	Thailand - Jakarta	317308240279005	08111464927		Back to Head Office

Cash Detail

Cash Advanced Usage Date : 18-03-2024 to 22-03-2024

Expense Type	Description	Currency	Cash Requested
International-BizTravel-Accommodation	for 3 days	USD	50.00
International-BizTravel-Meals	Meals for 3 days	USD	100.00
International-BizTravel-PublicTransportation	for 3 days	USD	50.00

Total IDR : Rp 0.00

Total USD : \$ 200.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00034697	PAMUNGKAS TAUFIQ SAPUTRO	SUPERIOR	pamungkas.saputro@trakindo.co.id	APPROVED
00004249	ROZY ANDRIANTO	SUPERIOR	randrianto@trakindo.co.id	APPROVED
00003714	TUNAS IMMAWAN PRIYAMBUDI	SUPERIOR	ipriyamb@trakindo.co.id	APPROVED
00014689	ALI RIDHO ALHABSYI	SUPERIOR	aralhabsyi@trakindo.co.id	APPROVED
00000415	RACHMAT SOBARI HAMAMI	SUPERIOR	bhamami@trakindo.co.id	APPROVED
AP	FINANCE AP	AP	-	WAITING FOR APPROVAL

File Attachment

Created Date	Created Name	File Name
1/30/2024 11:32:12 AM	ALI RIDHO ALHABSYI	Reff Undangan Training Metso in Bangkok.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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