



TEMPORARY CASH ADVANCE REQUEST



TCA NO	: PC-20231002-0024	TCA Date	: 02-10-2023
TCA Status	: POSTED TO SAP	Department	: Service Direct
Employee SN	: 00040023	Division	: SUMATERA
Employee Name	: HENDY PRIYANTO	Branch	: Tanjung Enim
Employee Email	: hendy.priyanto@trakindo.co.id	Cost Center	: 10F6360HA

Cash Detail

Cash Advanced Usage Date : 02-10-2023 to 02-10-2023

Date	Expense Type	Description	Currency	Cash Requested
02-10-2023	Facility Benefits - Utilities	Support Fuel All LV Site Lahat	IDR	5,000,000.00

Total IDR :

Rp 5,000,000.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00004454	HENDRI WIGUNA	SUPERIOR	hendri.wiguna@trakindo.co.id	APPROVED
00004465	YUYUN ISNINAYA	SUPERIOR	yuyun.isninaya@trakindo.co.id	APPROVED
00004455	WAHYU SETIONO	SUPERIOR	wahyu.setiono@trakindo.co.id	APPROVED
AP	FINANCE AP	AP	-	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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