



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20221224-0014	TCAR Date	: 24-12-2022
TCAR 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

TCAR Detail

Purpose of Travel	: Service Job	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	:	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
24-12-2022	Land	Lahat - Lahat				SUPPORT FUEL LV BG8773DP & BG8774DP

Cash Detail

Cash Advanced Usage Date : 24-12-2022 to 24-12-2022

Expense Type	Description	Currency	Cash Requested
Service - Accomodation	SUPPORT FUEL LV BG8773DP & BG8774DP	IDR	5,000,000.00

Total IDR : Rp 5,000,000.00

Total USD : \$ 0.00

Approval Matrix

SN	Employee Name	Roles	Email	Status
00003980	S.L. BONTOR SIMANUNGKALIT	SUPERIOR	saspril.simanungkalit@trakindo.co.id	APPROVED
00011969	AHMAD IKRAM	SUPERIOR	ahmad.ikram@trakindo.co.id	APPROVED
00004455	WAHYU SETIONO	SUPERIOR	wahyu.setiono@trakindo.co.id	APPROVED
00005821	EFRAIM IVAN SAMPE	SUPERIOR	esampe@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.