TRAVEL & CASH ADVANCE REQUEST

TCAR NO	: TC-20221202-0066	TCAR Date	: 02-12-2022
TCAR Status	: CREATED	Department	: SERVICE
Employee SN	: 00046154	Division	: JAVA
Employee Name	: ADITYA PRAYOGASWARA ISTIAWAN	Branch	: SURABAYA
Employee Email	: ADITYA.P.ISTIAWAN@TRAKINDO.CO.ID	Cost Center	: 10A0760HA

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	KTP	Phone Number	Cost Center	Description
05-12-2022	Land	Malang - Banyuwangi				Service job tumpangpitu site

Cash Detail

Cash Advanced Usage Date : 05-12-2022 to 05-12-2022

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00011069	ROCHMAN WIDODO	SUPERIOR	rochman.widodo@trakindo.co.id	WAITING FOR APPROVAL
00007070	PURWOKO	SUPERIOR	purwoko.wardi@trakindo.co.id	WAITING FOR APPROVAL
00004791	DWI SUHARTANTO	SUPERIOR	dwi.suhartanto@trakindo.co.id	WAITING FOR APPROVAL
00005042	YULIANTO	SUPERIOR	yulianto.susanto@trakindo.co.id	WAITING FOR APPROVAL

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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