



TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20231102-0066	TCAR Date	: 02-11-2023
TCAR Status	: POSTED TO SAP	Department	: SALES REPRESENTATIVE
Employee SN	: 00050116	Division	: POWER SYSTEMS
Employee Name	: REZKY SEPTIAN ABDILLAH	Branch	: BANDUNG
Employee Email	: REZKY.S.ABDILLAH@TRAKINDO.CO.ID	Cost Center	: 10A0520FZ

TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE51679	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
03-11-2023	Land	Bandung - Cirebon				ACE Jawa Barat at Hotel Aston Cirebon
04-11-2023	Land	Cirebon - Bandung				Back to Sales Office

Cash Detail

Cash Advanced Usage Date : 03-11-2023 to 04-11-2023

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

Approval Matrix

SN	Employee Name	Roles	Email	Status
00006851	AGUNG WIBOWO	SUPERIOR	agung.wibowo@trakindo.co.id	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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