



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: TC-20231205-0194	TCAR Date	: 05-12-2023
TCAR Status	: POSTED TO SAP	Department	: FORESTRY & AGRICULTURE SALES EXECUTIVE
Employee SN	: 10000403	Division	: C&F MKT & SLS
Employee Name	: RIFKI IKSAN	Branch	: HEAD OFFICE
Employee Email	: RIFKI.IKSAN@TRAKINDO.CO.ID	Cost Center	: 10Z0210FA

## TCAR Detail

Purpose of Travel	: Business Trip	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No
Internal Order No	: T2301DE53019	Internal Order Name	:
WBS No	:		

Date	Transport Method	From - To	KT P	Phone Number	Cost Center	Description
06-12-2023	Land	Jakarta - Bandar Lampung				Perjalanan Jakarta - Lampung PT. Gunung Madu Plantations ( Meeting Negosiasi Tender Alat Berat )
08-12-2023	Land	Bandar Lampung - Jakarta				Perjalanan Pulang Bandar Lampung ke Jakarta

## Cash Detail

Cash Advanced Usage Date : 06-12-2023 to 08-12-2023

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

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00014413	JOKO SANTOSO	SUPERIOR	joko.sudiyono@trakindo.co.id	APPROVED
00002724	TRI HERU IMAN SUSILO	SUPERIOR	theru@trakindo.co.id	APPROVED
00004249	ROZY ANDRIANTO	SUPERIOR	randrianto@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.

*correct information is as stated in the system.*