



PT TRAKINDO UTAMA

TRAVEL AND CASH ADVANCE REQUEST

DATE

D D M M Y Y
2 3 1 0 1 7

Name : FANI MULIA
 S. N. : 14297
 Department : SALES
 Branch : PADANG
 Division : SUMATERA

Coy Credit Card Holder : Y / N
 Credit Limit :

Date	Description	Planned		Transport Method	Purpose of Travel	Debit Acc.
		ETD	ETA			
23/10/17	MEETING WITH PAK TJATOER (PS TERRITORY MANAGER H.O)			AIR		

Accommodation Arrangement

Date	Location / City	Length of Stay	Debit Account

Cash Advance Requested :

IDR	<input type="text"/>
USD	<input type="text"/>

Cash advance must be settled as soon as possible and not later than the end of the month of returning from travel. I hereby consent that the unrepaid advance will be deducted from my salary.

Requested By Signature: 
(FANI MULIA)

Approved By Signature: 
(RAHADIAN SUKMA) DATE : 23/10/2017

TO BE COMPLETED BY ACCOUNTS DEPT.

Advance Paid :

IDR	<input type="text"/>
USD	<input type="text"/>

Name : _____
 Date :/../..

(In Words :)

Voucher No. _____ Date :/../.. Debit Account No. _____

TO BE COMPLETED BY OFFICE SERVICES

Ticket Issued		Carrier & Flight	To / From	Purchased From
No	Date			
1	24/10/17	GA	JKT / PDG	
2	24/10/17	SJ	PDG / JKT	

Received by : _____ Date :/../..

ORIGINAL : To Cashier for Payment DUPLICATE : To Office Service for Ticket Booking