

Tanggal diajukan/
Date Submitted

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1	7
Y	Y

RR1 & RR2 = Break Leave
MID = Mid Leave
AL = Annual Leave

SN.SAP : 13321 / Z321 POH : MAKASSAR

TGL PERMANEN PTTU
Date of Permanent

NAMA KARYAWAN
Employee's name

JABATAN / Title

ALAMAT CUTI
Address during leave

STATUS DI LOKASI KERJA
On site status

TGL. BERTUGAS DI BPN
Date assigned

BUSINESS UNIT

WORK SCHEDULE

DEPT. / SECTION

TELEPHONE

	1, APRIL, 2007		SINGLE		15-Apr-17
	AZIS MAMU				
	FOREMAN		ROSTER	5-2/5-3	
	SUMBAWA BARAT		SERVICE		
			82145806618		

HARUS DIISI / Do not leave it blank		DAYS	FROM	TO	
CUTI YANG LALU Previous Leave	Cuti / Leave	(RR1) / RR2 / MID / AL	12	22-Jul-17	03 AGUST 17
	Tambahhan / Additional	Day Off			
		As stated in PP XVI chapter 74			
	Libur Umum / Public Holidays				

HARUS DIISI / Do not leave it blank		DAYS	FROM	TO	
CUTI UNTUK Leave for	Cuti / Leave	RR1 (RR2) / MID / AL		19-Dec-17	31-Dec-17
	Tambahhan / Additional	Day Off			
		As stated in PP XVI chapter 74			
	Libur Umum / Public Holidays				

DEPARTURE AND RETURN DATE

TANGGAL / DATE	DARI / FROM	KE / TO	PENERBANGAN / FLIGHT
17-Dec-17	BPN	MATARAM NTB	PAGI
2-Jan-18	MATARAM NTB	BPN	SORE

SUBMITTED BY

Employee Name : **AZIS MAMU**

CHECKED BY

TGL. BERANGKAT Departure Date	17 Dec 2017	TANGGAL KEMBALI Return Date	02 Januari 2018
TGL. MULAI KERJA Resume on Duty	03 Januari 2018	JUMLAH HARI Total Days	
HRD	Name :	Signature :	DATE :

APPROVALS

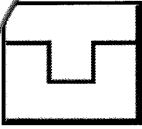
Superior Name	Superior Signature	Dept. Head Name	Dept. Head Signature
A. Hew N		MUJALI	

BULAN / MONTH = 17-Dec

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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BULAN / MONTH = Jan-18

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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PT TRAKINDO UTAMA

D D M M Y Y

DATE 07 / 11 / 17

TRAVEL AND CASH ADVANCE REQUEST

Name : AZIS MAMU Coy Credit Card Holder Y / N
 SN SAP/DBS : 13321
 Dept : SERVICE POH MAKASSAR
 Branch : Balikpapan
 Division : Mining Telp/HP 082145806618

Date	Description	Planned		Transport Method	Purpose of Travel	Debit Acc.
		ETD	ETA			
17-Dec-17	Balikpapan - Sumbawa	Pagi		Air Plane		
2-Jan-18	Sumbawa - Balikpapan	Sore		Air Plane	Back to Site	

Accommodation Arrangement

Date	Location / City	Length of Stay	Debit Account

Cash Advance Requested :

IDR	
USD	-

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 unsettled advance will be deducted from my salary.

Requested By, Signature AZIS MAMU	Checked By, Signature	Approved By, Signature A. Hui P	Approved By, Signature
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TO BE COMPLETED BY ACCOUNTS DEPT.

Advance Paid :

IDR	
USD	

 Name : _____
 Signature Receipt, _____
 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			
01	17/12	Flight 10 pagi	Sumbawa / Balikpapan	
02	02/01	Flight 12 siang	Balikpapan / Sumbawa	

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

ORIGINAL : To Cashier for Payment

DUPLICATE : To Office Service for Ticket Booking