

**TRAVEL AND CASH ADVANCE REQUEST**

Name	: PARULIAN SINAGA	Coy Credit Card Holder	<input type="text" value="Y / N"/>
S. N.	: 9744		
Department	: PARTS	Credit Limit	<input type="text"/>
Branch	: TARAKAN		
Division	: NORTHERN KALIMANTAN		

Date	Description	Planned		Transport Method	Purpose of Travel	Debit Acc.
		ETD	ETA			
19-Nov-17	MCU			SEA & ROAD	MCU	10W3330HY 10W3330HY

**Accommodation Arrangement**


Date	Location / City	Length of Stay	Debit Account

Cash Advance Requested :

IDR	<b>1,500,000</b>
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.*

( In Words : ..... )

Requested By, Signature   ( Parulian Sinaga )	Date : 13 / 11 / 2017	Approved By, Signature  ( Elfrida Piliang )	Date :
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**TO BE COMPLETED BY ACCOUNTS DEPT.**

Advance Paid :

IDR	
USD	

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			

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