



PT TRAKINDO UTAMA

DATE 

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## TRAVEL AND CASH ADVANCE REQUEST

Name : SILMI EKA PUTRA Coy Credit Card Holder  Y / N  
 S. N. : 6202 / 3256  
 Department : SERVICE Credit Limit   
 Branch : PALEMBANG  
 Division : SUMATRA

Date	Description	Planned		Transport Method	Purpose of Travel	Debit Acc.
		ETD	ETA			

## 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.*

( In Words : Dua Juta Rupiah )

Requested By,  
Signature

(SILMI EKA PUTRA)

Date : 21 / 11 / 2015

Approved By,  
Signature

(JAMIL SYARIFUDDIN) Date : 21 / 11 / 2015

## TO BE COMPLETED BY ACCOUNTS DEPT.

Advance Paid :

IDR	
USD	

Signature Receipt,  
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-Dec	CITILINK CITILINK	PADANG / PALEMBANG PALEMBANG / PADANG	
2	07-Jan			

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

➡ ORIGINAL : To Cashier for Payment

➡ DUPLICATE : To Office Service for Ticket Booking