

PT. TRAKINDO UTAMA

DATE

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TRAVEL AND CASH ADVANCE REQUEST


Name.....	: Arliadi	Coy Credit Card Holder	<input type="text" value="Y/N"/>
S. N	: EMP1005724	Credit Limit	<input type="text"/>
Department ...	: Service		
Branch.....	: Batam		
Division.....	: West Java		

Date	Description	Transport Method	Purpose of Travel	Debit Acc
24-11-17	Travel & Temporary Accomodation for transfer to Batam Branch	Water & Land	Batam	

IDR	5,000,000
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 : Five Million Rupiah)

<p>Requested By Signature</p>  <p>(Arliadi) Date: 24-11-17</p>	<p>Approved By Signature</p> <p>(Tomas Heri Darmanto) Date:../..../..</p>
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TO BE COMPLETED BY ACCOUNTS DEPT

Advance Paid :	<table border="1"> <tr><td>IDR</td><td></td></tr> <tr><td>USD</td><td></td></tr> <tr><td></td><td></td></tr> </table>	IDR		USD				Signature Receipt Name: (.....) Date ../..../..
IDR								
USD								
(In Words :)								
Voucher No.	Date: ../..	Debit Account No: <input type="text"/>						

TO BE COMPLETED BY OFFICE SERVICES

Ticket Issued		Carrier & Flight	To / From	Purchased From
No	Date			

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

ORIGINAL : To Cashier for Payment

DUPLICATED : To Office Service for Ticket Booking