

Saya yang bertanda tangan dibawah ini :

NAMA : AZIS MAMU  
 SN : 13321 /Z321  
 STATUS KEPEGAWAIAN : PERMANENT  
 TANGGAL MULAI BEKERJA : 1-Apr-06  
 DIVISI : NORTHERN KALIMANTAN  
 CABANG : SANGA SANGA  
 DEPARTEMEN : SERVICE

Dengan ini saya mengajukan permohonan ANNUAL LEAVE :

Untuk Tahun : 2017  
 Dari tanggal : 3 April 2018 Sampai dengan tanggal : 22 April 2018

Alamat pada saat saya melaksanakan cuti: Sumbawa Barat NTB

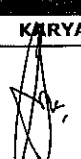
Telepon yang dapat dihubungi: 082145806618

Pengambilan cuti pada tahun sebelumnya:

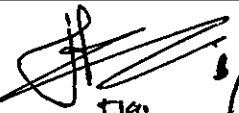
Tahun	Dari Tanggal	Sampai Dengan

Berhak atas Annual Leave : \_\_\_\_\_ Hari Cuti : \_\_\_\_\_ hari  
 Telah Digunakan : \_\_\_\_\_ hari Sisa Cuti : \_\_\_\_\_ hari

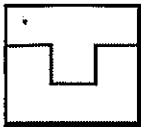
Permohonan Annual Leave : 2017 Disetujui : 21 hari  
 Dari tanggal : 3 April Sampai tanggal : 22 April 2018  
 Bekerja kembali tanggal : 23 April 2018

**KARYAWAN**  
  
25/02/18  
 Nama : AZIS MAMU / 2321

**BAGIAN SDM**  
 Nama :

**ATASAN**  
  
8/3/2018  
 Nama :

Note :  
 1. Tanggal 1 & 2 April schedule off crew 2  
 2. Tanggal 23, 24, 25 April schedule off crew 2.



PT TRAKINDO UTAMA

D D M M Y Y

DATE 2/25/2018

## TRAVEL AND CASH ADVANCE REQUEST

Name : Azis Mamu Coy Credit Card Holder Y / N  
 SN SAP/DBS : 13321 / Z321  
 Dept : Service POH Makassar  
 Branch : Sanga - Sanga  
 Division : Northern Kalimantan Telp/HP 82145806618

Date	Description	Planned		Transport Method	Purpose of Travel	Debit Acc.
		ETD	ETA			
1-Apr-18	Balikpapan - Lombok	07.00		Air		
25-Apr-18	Lombok - Balikpapan	Sore		Air	Back To Site SangaSanga	

## 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 word ) : Delapan Ratus Ribu Rupiah

Requested By, Signature  AZIS MAMU / 13321.	Checked By, Signature	Approved By, Signature  Mujali	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			
1.	1/04.	Flight pagi jam 07.00.	Balikpapan / Lombok	
2.	25/04	Flight sore.	Lombok / Balikpapan	

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

ORIGINAL : To Cashier for Payment

DUPLICATE : To Office Service for Ticket Booking



# TRAVEL & CASH ADVANCE REQUEST



TCAR NO	: DRAFTTC-20180225-0001	TCAR Date	: 27-02-2018
TCAR Status	: DRAFT	Department	: BALIKPAPAN
Employee SN	: 00013321	Division	: MP ALLOC BHJ
Employee Name	: AZIS MAMU	Branch	: BALIKPAPAN
Employee Email	: AZIS.MAMU@TRAKINDO.CO.ID	Cost Center	: 10G3199JJ

## TCAR Detail

Purpose of Travel	: Leave Request	Travel with Asuredness	: No
Travel Type	: Domestic	Corp Credit Card Holder	: No

Date	Transport Method	From - To	Description
01-04-2018	Air	Balikipapan - Lombok Tengah	ANNUAL LEAVE
25-04-2018	Air	Lombok Tengah - Balikpapan	Back to Site Sanga Sanga

## Cash Detail

Cash Advanced Usage Date : 03-04-2018 to 25-04-2018

Expense Type	Description	Cost Center	Currency	Cash Requested
Total IDR :				Rp 0.00
Total USD :				\$ 0.00

## Approval Matrix

SN	Employee Name	Roles	Email	Status
00003497	ANDI MAURAGA	SUPERIOR	amauraga@trakindo.co.id	WAITING FOR APPROVAL
00004102	ASJHARI HERU PUJIANTO	SUPERIOR	asjahri.pujianto@trakindo.co.id	WAITING FOR APPROVAL
00003108	MUJALI	SUPERIOR	mujali@trakindo.co.id	WAITING FOR APPROVAL
00004072	RIZA FACHLEVI DJAUHARI	SUPERIOR	riza.djauhari@trakindo.co.id	WAITING FOR APPROVAL
00002872	ISTIQAMAH	HUMAN CAPITAL	istiqamah@trakindo.co.id	WAITING FOR APPROVAL

I hereby declare all the information above is true and correct, supported by adequate information as required by the Company policies in filing a Travel & Cash Advance request. I have read and understand the Company policies regarding the use of cash advance as well as the settlement requirement. I have responsibility to settle this advance **no later than the end of the month of returning from travel** as regulated by the Company policies. I understand that fail in settle this advance will result in rejection in filing another Travel & Cash Advance Request and any other disciplinary actions based on Company policies. Any unsettled advances will be wholly deducted from my salary in one time deduction.

*This is a system generated document. Should there be any difference of the information and/or the amount printed on this statement and in the system, the correct information is as stated in the system.*