



TRAVEL AND CASH ADVANCE REQUEST

DATE 

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2	5	0	5	1	8

Name : ALVI RACHMAN  
 S. N. : 42768  
 Department : SALES  
 Branch : DENPASAR  
 Division : JAVA

Coy Credit Card Holder 

Y / N
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 Credit Limit 

133.00.1093373.7
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Date	Description	Planned		Transport Method	Purpose of Travel	Debit Acc.
		ETD	ETA			
25-May-18	DAILY BUSINESS					10A6220FZ

Accommodation Arrangement

Date	Location / City	Length of Stay	Debit Account

Cash Advance Requested :

IDR	4,000,000
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.*

Requeste By,  
Signature

( Alvi Rachman )  
25/05/2018

Approved By,  
Signature

( Yanuar Jaya K )  
25/5/2018

TO BE COMPLETED BY ACCOUNTS DEPT.

Advance Paid :

IDR	
USD	

Name :

Signature Receipt,

( ..... )

Date : .. / .. / ..

( In Words : ..... )

Voucher No. ....

Date : .. / .. / ..

Debit Account No : 

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TO BE COMPLETED BY OFFICE SERVICES

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

Received by : .....

Date : .. / .. / ..

ORIGINAL : To Cashier for Payment

DUPLICATE : To Office Service for Ticket Booking