



TRAVEL AND CASH ADVANCE REQUEST

DATE

D	D	M	M	Y	Y
0	3	0	7	1	8

Name	: ALVI RACHMAN	Coy Credit Card Holder	: <table border="1" style="display: inline-table;"><tr><td>Y / N</td></tr></table>	Y / N
Y / N				
S. N.	: 42768	Credit Limit	: <table border="1" style="display: inline-table;"><tr><td>133.00.1093373.7</td></tr></table>	133.00.1093373.7
133.00.1093373.7				
Department	: SALES			
Branch	: DENPASAR			
Division	: JAVA			

Date	Description	Planned		Transport Method	Purpose of Travel	Debit Acc.
		ETD	ETA			
5-Jul-18	DENPASAR-WAINGAPU	10.20	11.25	AIR	DELIVERY UNIT	10A6220FZ
7-Jul-18	WAINGAPU-DENPASAR	14.15	15.30		BACK TO DELIVERY UNIT	

Accommodation Arrangement

Date	Location / City	Length of Stay	Debit Account

Cash Advance Requested :	<table border="1" style="display: inline-table;"> <tr><td>IDR</td><td> </td></tr> <tr><td>USD</td><td> </td></tr> </table>	IDR		USD		<i>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.</i>
IDR						
USD						

Requeste By, Signature (Alvi Rachman) 3/07/2018	Approved By, Signature (Yanuar Jaya K) 3/7/2018
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TO BE COMPLETED BY ACCOUNTS DEPT.

Advance Paid :	<table border="1" style="display: inline-table;"> <tr><td>IDR</td><td> </td></tr> <tr><td>USD</td><td> </td></tr> </table>	IDR		USD		Name : _____ Date : .. / .. / .. (In Words :)
IDR						
USD						
Voucher No.	Date : .. / .. / ..	Debit Account No : <table border="1" style="display: inline-table;"><tr><td> </td></tr></table>				

TO BE COMPLETED BY OFFICE SERVICES

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

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