



PT TRAKINDO UTAMA

DATE DDMMYY 111018

TRAVEL AND CASH ADVANCE REQUEST

Name : DIDIK BUSTHOMI Coy Credit Card Holder Y/N
S. N. : G189 / 21709
Department : SALES Credit Limit 109-000-497469-7
Branch : DENPASAR
Division : JAVA EAST

Table with 5 columns: Date, Description, Transport Method, Purpose of Travel, Debit Acc. Row 1: DAILY BUSINESS

Cash Advance Requested : IDR 3,500,000.00 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 : (three million five hundred thousand rupiah)

Requested By, Signature (DIDIK BUSTHOMI) Date : 11/10/2018
Approved By, Signature () Date : / /

TO BE COMPLETED BY ACCOUNTS DEPT.

Advance Paid : IDR USD
Signature Receipt, Name : (.....) Date : .. / .. / ..

(In Words : (three million five hundred thousand rupiah)

Voucher No. Date : .. / .. / .. Debit Account No :

TO BE COMPLETED BY OFFICE SERVICES

Table with 4 columns: Ticket Issued (No, Date), Carrier & Flight, To / From, Purchased From

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

ORIGINAL : To Cashier for Payment DUPLICATE : To Office Service for Ticket Booking