



TRAVEL AND CASH ADVANCE REQUEST

Name : Arianto Gustap Coy Credit Card Holder Y / N
 S. N. : I150 / 27887
 Department : EM Credit Limit
 Branch : Lati, Tanjung Redeb
 Division : Northern Kalimantan

Date	Description	Planned		Transport Method	Purpose of Travel	Debit Acc.
		ETD	ETA			
15-Nov-18	Berau - Balikpapan	07.45	08.35	Sriwijaya Air	New Assignment	
15-Nov-18	Balikpapan - Makassar	14.40	15.50	Lion Air	New Assignment	
16-Nov-18	Makassar - Timika	05.40	09.30	Garuda Air	New Assignment	

Accommodation Arrangement

Date	Location / City	Length of Stay	Debit Account

Cash Advance Requested :

IDR	
USD	-

** Cash advance and credit card payment for business trip shall not include the cost of the month of returning, unless travel expense covered by the immediate superior will be deducted from the salary.*

Requested By,
Signature

Arianto Gustap

Approved By,
Signature

(PIPET C.B)

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			

Received by :

Date : .. / .. / ..