



TRAVEL AND CASH ADVENCE REQUEST

Name : Gilang S Coy Credit Card Holder  Y  N

S. N. : 21198

Department : SERVICE Credit Limit :

Branch : MAKASSAR

Division :

Date	Description	Transport Method	Purpose of Travel	Debit Acc.
28/11-18	Jayapura - Mks	Avr.	SERVICE JOB.	

Cash Advance Requested : 

IDR	<u>Ticket Only</u>
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 : )

Requested by, Signature <u>Gilang S.W</u> Date : <u>26/11-18</u>	Approved by, Signature <u>AK</u> <b>ACHMAD RIDJALUDIN</b> Date : <input type="text"/>
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TO BE COMPLETED BY ACCOUNT 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

ORIGINAL : To Cashier for Payment

DUPLICATE : To Service Office for Ticket Booking