

FLIGHT CHANGE REQUEST

Employee Data

1 Name / Nama : BUDI CAHYONO
 2 ID / Salary Number / SN : 12234
 3 Job Title : SERVICE FORMAN
 4 Department : Service
 5 Business Unit : Tanjung Adrao
 6 Point of Hire : Banjarmasin
 7 Point of Leave : Banjarmasin
 8 On Site Status : TJA SINGLE FAMILY Training 18-02-2019 s/d 22-02-2019
 9 Travel Purpose : FB 1 FB 2 FB 3 FB 4 ANNUAL LEAVE MID YEAR Training

Propose Change:

1 Route Change
 Yes No
 Yes No

2 Propose Route
 Yes No
 Yes No
 Yes No

LEAVE ENTITLEMENT				
DATE	Route	POH	Flight	Boarding
17-02-2019	Banjarmasin-Jakarta	Banjarmasin	Lion	13:00
23-02-2019	Jakarta-Banjarmasin	Banjarmasin	Lion	13:00

PROPOSE CHANGE				
DATE	Route	POH	Flight	Boarding
x	x	x	x	x
24-02-2019	Yogyakarta-Banjarmasin	Banjarmasin	Lion	11:00

Justification

Setelah training akan ke Yogyakarta menjenguk orang tua

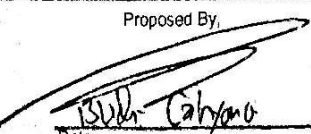
COST IMPACT

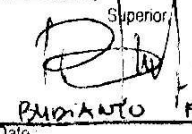
Flight Entitlement	Propose Flight cost
	** Filled by Ticketing section

HR & D Check / Review

Cost impact to Company = -
 Cost impact to employee (PIA) = -

*Semua biaya yang timbul atas "Leave Change Request" akan menjadi tanggungan pribadi karyawan. Khusus untuk biaya yang timbul atas perubahan tiket akan dipotong dalam 1x potongan gaji.
 Any cost from above "Leave Change Request" will be treated as Personal Account. Any additional charge of ticket change must be one time deduction salary.*

Proposed By,  Date _____

Superior,  Date _____

Department Head, _____ Date _____

APPROVAL

HR Manager, _____ Date _____

Branch Manager, _____ Date _____

General Operation Manager, _____ Date _____