

FLIGHT CHANGE REQUEST

Employee Data	1 Name / Nama	:	TRI WAHYUDI						
	2 ID / Salary Number / SN	:	3575						
	3 Job Title	:	PART COORDINATOR						
	4 Departement	:	PART						
	5 Business Unit	:	BATULICIN						
	6 Point of Hire	:	SANGATTA						
	7 Point of Leave	:	SURABAYA						
	8 On Site Status	:	BLC	<input type="checkbox"/> SINGLE	<input type="checkbox"/> FAMILY	Leave from	<input type="text" value="17-Apr-23"/>	s/d	<input type="text" value="7-May-23"/>
	9 Travel Purpose	:	<input type="checkbox"/> FB 1	<input type="checkbox"/> FB 2	<input type="checkbox"/> FB 3	<input type="checkbox"/> FB 4	<input type="checkbox"/> ANNUAL LEAVE	<input type="checkbox"/> MID YEAR	<input type="checkbox"/> EMERGENCY

Propose Change	Propose Change:		LEAVE ENTITLEMENT				
	1 Route Change		DATE	Route	POH	Flight	Boarding
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	15-Apr-23	BATULICIN - SANGATTA	SANGATTA		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	7-May-23	SANGATTA - BATULICIN			
			PROPOSE CHANGE				
	2 Propose Route		DATE	Route	POH	Flight	Boarding
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	15-Apr-23	BATULICIN - MADIUN	SANGATTA		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	7-May-23	MADIUN - BATULICIN	SANGATTA		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No					

Justification

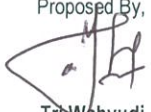
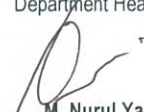
Tujuan cuti saya ke Madiun merupakan kampung halaman saya dan istri, tempat tinggal orang tua

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HR & D Check / Review	COST IMPACT	
	Flight Entitlement	Propose Flight cost
	=	:
	=	:
	=	** Filled by Ticketing section
	Cost impact to Company	=
Cost impact to employee (PIA)	=	
<p><i>Semua biaya yang timbul atas "Leave Change Request" akan menjadi tanggungan pribadi karyawan. Khusus untuk biaya yang timbul atas perubahan tiket akan dipotongkan dalam 1x potongan gaji.</i></p> <p><i>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.</i></p>		

Proposed By,  Tri Wahyudi	Superior, 	Department Head,  M. Nurul Yaqin
Date : _____	Date : _____	Date : _____

APPROVAL		
HR Snr Supervisor, Fuad Rahman	Branch Manager Yulianto	General Operation Manager
Date : _____	Date : _____	Date : _____