

FLIGHT CHANGE REQUEST

Employee Data

1 Name / Nama : YUDHI MULIYANTO
 2 ID / Salary Number / SN : 10505
 3 Job Title : FOREMAN SERVICE
 4 Departement : SERVICE
 5 Business Unit :
 6 Point of Hire : BALIKPAPAN
 7 Point of Leave : SURABAYA
 8 On Site Status : BLC SINGLE FAMILY Leave from 29-Jun-23 s/d 21-Jul-23
 9 Travel Purpose : FB 1 FB 2 FB 3 FB 4 ANNUAL LEAVE MID YEAR EMERGENCY

Propose Change

Propose Change:

1 Route Change Yes No

LEAVE ENTITLEMENT				
DATE	Route	POH	Flight	Boarding
29-Jun-23	BALIKPAPAN	BALIKPAPAN		

2 Propose Route Yes No

PROPOSE CHANGE				
DATE	Route	POH	Flight	Boarding
29-Jun-23	SURABAYA	BALIKPAPAN		

Justification

ADA ACARA NIKAHAN KELUARGA

HR & D Check / Review

COST IMPACT

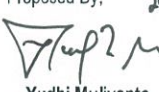
Flight Entitlement	Propose Flight cost
	** Filled by Ticketing section


Cost impact to Company = -

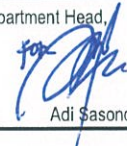
Cost impact to employee (PIA) =

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.

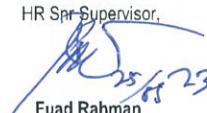
Any cost from above "Leave Change Request" will be treated as Personal Account. Any additional charge of ticket change must be one time deduction salary.


Proposed By, 25. Mei. 23

 Yudhi Mulyanto
 Date : _____

Superior

 Joko Susanto
 Date : _____

Department Head,

 Adi Sasono
 Date : _____

APPROVAL

HR Ssr Supervisor,

 Fuad Rahman
 Date : _____

Branch Manager

 Yulianto
 Date : _____

General Operation Manager
 N/A
 Date : _____