

FLIGHT CHANGE REQUEST

Employee Data

1 Name / Nama : Satria Jaya Adiguna
 2 ID / Salary Number / SN : 48589
 3 Job Title : TECHNICIAN
 4 Departement : SERVICE
 5 Business Unit : TANJUNG ADARO
 6 Point of Hire : SAMARINDA
 7 Point of Leave : YOGYAKARTA
 8 On Site Status : TJA ~~SINGLE~~ FAMILY Leave from 14-Jul-23 s/d 12-Aug-23
 9 Travel Purpose : FB 1 FB 2 FB 3 FB 4 ANNUAL LEAVE MID YEAR EMERGENCY

Propose Change:

1 Route Change

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

2 Propose Route

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

LEAVE ENTITLEMENT				
DATE	Route	POH	Flight	Boarding
12-Aug-23	SMD-BANJARMASIN	SAMARINDA	LION	7.00

PROPOSE CHANGE				
DATE	Route	POH	Flight	Boarding
12-Aug-23	YOGYAKARTA-BJM	SAMARINDA	LION	8.00

Justification

Sehubungan adanya keperluan keluarga, Sehingga Travel saya yang seharusnya Samarinda - Banjarmasin - Tanjung saya rubah menjadi Yogyakarta - Banjarmasin - Tanjung.

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 dipotongkan 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,  Satria Jaya Adiguna
 Superior,  Kahayanto
 Department Head, _____

Date : _____ Date : _____ Date : _____

APPROVAL

HR Manager, _____ Branch Manager, _____ General Operation Manager, _____

Date : _____ Date : _____ Date : _____