

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 1-Dec-23 s/d 17-Dec-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

2 Propose Route Yes No

LEAVE ENTITLEMENT				
DATE	Route	POH	Flight	Boarding
1-Dec-23	BANJARMASIN-SAMARINDA	SAMARINDA		
17-Dec-23	SAMARINDA-BANJARMASIN	SAMARINDA		

PROPOSE CHANGE				
DATE	Route	POH	Flight	Boarding
1-Dec-23	BANJARMASIN-YOGYAKARTA	SAMARINDA	LION	
17-Dec-23	YOGYAKARTA-BANJARMASIN	SAMARINDA	LION	

Justification

Ada keperluan keluarga di yogyakarta

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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:  Superior:  Department Head: _____

Date: 12/11/2023 Date: 12/11/2022 Date: _____

APPROVAL

HR Head, Branch Manager, General Operation Manager

Danang Aji Suroso _____

Date: _____ Date: _____ Date: _____