

FLIGHT CHANGE REQUEST

Employee Data	1 Name / Nama :	Aris Setiawan
	2 ID / Salary Number / SN :	23321
	3 Job Title :	Technician
	4 Departement :	Service Direct
	5 Business Unit :	Service
	6 Point of Hire :	Semarang
	7 Point of Leave :	Yogyakarta
	8 On Site Status :	TJA <input type="checkbox"/> FAMILY <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> Leave from 1-Dec-23 s/d 22-Dec-23
	9 Travel Purpose :	Annual Leave

Propose Change	Propose Change:	LEAVE ENTITLEMENT			
	1 Route Change	DATE	Route	POH	Flight
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1-Dec-23	Banjarbaru - Semarang	semarang		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	22-Dec-23	Semarang - Banjarbaru	semarang		
Propose Change	Propose Route	PROPOSE CHANGE			
		DATE	Route	POH	Flight
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1-Dec-23	Banjarbaru - Yogyakarta	semarang		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	22-Dec-23	Yogyakarta - Banjarbaru	semarang		

Justification

life in the yogyakarta

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COST IMPACT

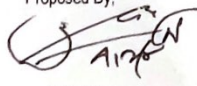

Flight Entitlement	Propose Flight cost
	** Filled by Ticketing section

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,  Aris Setiawan	Superior,  Imam W	Department Head,
Date: 18/11/23	Date: 18/11/2023	Date:

APPROVAL

HR Head, Danang Aji Suroso	Branch Manager	General Operation Manager
Date:	Date:	Date: