



TRAVEL AND CASH ADVANCE REQUEST

Name: ENDY C SIREGAR, S. N.: EMP 1019057, Department: SALES, Branch: PANGKALPINANG, Division: SUMATERA, Coy Credit Card Holder: Y/N, Credit Limit: [ ]

Table with columns: Date, Description, Planned (ETD, ETA), Transport Method, Purpose of Travel, Debit Acc. Rows include visits to PT. PLN, CV. Beltim Karya Mandiri, PT. BSSP, and CV. Sriyudi Lita Jaya.

Accommodation Arrangement

Table with columns: Date, Location / City, Length of Stay, Debit Account

Cash Advance Requested: IDR 2,000,000,-. Includes note: 'Cash advance must be settled as soon as possible and not later than the end of the month of returning from travel...'

( In Words : Dua juta Rupiah )

Requested By: ENDY C SIREGAR, Signature, Date: 01/10/2018. Approved By: ( E HARIATMOKO ), Signature, Date: / /

TO BE COMPLETED BY ACCOUNTS DEPT.

Advance Paid: [ ] IDR/USD, Name: [ ], Signature Receipt, Date: .. / .. / .., Voucher No., Date: .. / .. / .., Debit Account No: [ ]

TO BE COMPLETED BY OFFICE SERVICES

Table with columns: Ticket Issued (No, Date), Carrier & Flight, To / From, Purchased From

Received by: [ ], Date: .. / .. / ..

ORIGINAL : To Cashier for Payment

DUPLICATE : To Office Service for Ticket Booking