



TRAVEL AND CASH ADVANCE REQUEST

DATE D D M M Y Y
19.09.2018

Name : YULI WINARTO
 SN.SAP / CODA : X036 / EMP11036
 Department : SERVICE
 Branch : SORONG
 Division : EAST INDONESIA

Coy Credit Card Holder Y / N
 Credit Limit :
 Bank Mandiri :

Date	Description	Planned		Transport Method	Purpose of Travel	Debit Acc.
		ETD	ETA			
20-Sep-18	TRAVEL BACK TO SORONG			AIR	SO 8500001939 GOH -340D- SDIC	6000001401

Accommodation Arrangement

Date	Location / City	Length of Stay	Debit Account

Cash Advance Requested :

IDR			
USD			

Cash advance must be settled as soon as possible and not later than the end of the month of returning from travel. I hereby consent that the unsettled advance will be deducted from my salary.

(In Words : RUPIAH)

Requested By, Signature YULI WINARTO Date : 19-Sep-18	Approved By, (Achmad Zainuddin) Date : 19 September, 2018
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TO BE COMPLETED BY ACCOUNTS DEPT.

Advance Paid :

IDR			
USD			

Signature Receipt,

Name :

(.....)

Date : .. / .. / ..

(In Words :)

Voucher No Date : .. / .. / .. Debit Account No :

TO BE COMPLETED BY OFFICE SERVICES

Ticket Issued		Carrier & Flight	ETD	ETA	To / From	Purchased From
No	Date					
	20-09-18				SOQ / MKW	

Received by :

Date : .. / .. / ..