|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reservation Form Date : | | | ${PAPER\_DATE} | I-Tracc Queue No: | | | | ${PAPER\_NO} | |
| **Reservation Requester Data** *(Data Pemohon Permintaan Reservasi)* | | | | | | | | | | |
| Requester Name*(Nama Pemohon)* | | : | ${REQUESTER} | | | Company Name*(Nama Perusahaan)* | : | ${COMPANY} | |
| Company ID No.*(NIK)* | | : | ${ID\_CARD} | | | Position Title*(Jabatan di Perusahaan)* | : | ${POSITION} | |
| Mobile No.*(No. HP)* | | : | ${NO\_HP} | | | E-mail Address*(Alamat e mail)* | : | ${EMAIL} | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Seat Reservation Request for*(Permintaan Tempat untuk)* | : | ${C1} | Own Purpose (*Diri Sendiri*) | ${C2} | Subordinate *(Bawahan)* | ${C3} | Superior *(Atasan)* |
| Travel Purpose*(Keperluan Melakukan Perjalanan)* | : | ${C4} | Duty Travel *(Perjalanan Dinas)* | ${C5} | Family Visit/Yearly Leave *(Libur/Cuti Tahunan)* | | |
|  |  | ${C6} | Special Permit *(Izin Khusus)* | ${C7} | Others Purpose *(Keperluan Lain)* | | |
| Other Purpose Reason*(Alasan Keperluan Lain)* | : | ${OTHER\_PURPOSE} | | | | | |
| **Flight Cost Cover by*****(Biaya Penerbangan ditanggung oleh)*** | : | ${C8} | IMIP | ${C9} | Guess Company *(Perusahaan Tamu)* | ${C10} | Contractor *(Kontraktor)* |

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| --- |
| **Flight Seat(s) Reservation Request** *(Permintaan Reservasi Kursi Penerbangan)* |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total Seat(s) Request  *(Jumlah Kursi yang Diminta)* | | : | | ${SEAT} | Requested Flight Date  *(Tanggal Penerbangan)* | | : | ${REQ\_DATE} | Flight Day  *(Hari Penerbangan)* | | | : | ${FLIGHT\_DAY} | |
| Flight Origin City  *(Kota Asal Penerbangan)* | : | | {FLIGHT\_ORIGIN} | | | Flight Destination City  *(Kota Tujuan Penerbangan)* | | | | : | ${FLIGHT\_DESTINATION} | | |

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| **Name List of Reserve Propose Passenger(s)** *(Daftar Nama Calon Penumpang)* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Propose Passenger Name**  ***(Nama Calon Penumpang)*** | **Nationality**  ***(Kebangsaan)*** | **ID No.**  ***(No. KTP/Passport)*** | **Employee/Guest**  **(Karyawan/Tamu)** | **Company Name**  ***(Nama Perusahaan)*** |
| ${NO} | ${PASSENGER\_NAME} | ${NATIONALITY} | ${ID\_CARD} | ${EMPLOYEE\_TYPE} | ${COMPANY} |

|  |  |
| --- | --- |
| **Requester Remarks & Notes**  *(Catatan & Nota Pemohon)* | ${NOTE} |

|  |  |  |
| --- | --- | --- |
| Prepare by *(Disiapkan oleh)* | Direct Superior Approval  *(Persetujuan Atasan Langsung)* | Director’s Approval  *(Persetujuan Direktur)* |
| **${BY}** | **${SPV}** | **${DIR}** |
| ${PREPARE\_BY} | ${SPV\_NAME} | ${DIR\_NAME} |
| ${PREPARE\_TITLE} | ${SPV\_TITLE} | ${DIR\_TITLE} |

|  |
| --- |
| **I-Tracc Seat Reservation Request Acceptance Process *(for official I-Tracc officer only)*** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date Received Request | ${PAPER\_DATE} | Request Approved by | Direct Superior | ${Y1} YES | ${N1} NO | Director | ${Y2} YES | ${N2} NO |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date Received Request | Seats Avail. : | ${SA} | Total Assigned Seat(s): | ${TAS} | Origin: | ${ORIGIN} |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Seats Reservation Approved: | ${Y3} YES | ${N3} NO | Flight Date: | ${FDATE} | Destination: | ${DES} |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Assigned Flight Details Flight No.: | ${FNO} | Seat No.: | |  |  |  |  |  | | --- | --- | --- | --- | --- | | ${F1} | ${F2} | ${F3} | ${F4} | ${F5} | |

|  |  |  |
| --- | --- | --- |
| Requester Notification send Date: | ${REQ\_DATE} | I-Tracc Processing Officer Signature : |
|  |  |  |
|  |  | Name: ${CREATED\_BY} |