

**ADVANCE & IJIN PERJALANAN DINAS LUAR KOTA**

**HR-FM-028**

Tanggal Permohonan : [rec.tglpermohonan;]

|  |  |
| --- | --- |
| Nama : [rec.namadepan;] | Tanggal Tugas : [rec.tglmulai;] |
| Departemen : [rec.departemen;] | Tanggal Kembali : [rec.tglselesai;] |
| Jabatan : [rec.level;] | Tanggal Permohonan : [rec.tglpermohonan;] |

Alasan / Tujuan : [rec.keperluan;]

Jenis Perjalanan : [rec.jenisperjalanan;]

No. Rekening : [rec.bag;]

Nama Bank : [rec.namabank;]

Sharing Budget : [rec.namasharing;]

**Rincian Biaya**

|  |  |
| --- | --- |
| Transportasi : [rec.historytransport;] | Uang saku : [rec.historyuangsaku;] |
| Penginapan : [rec.historyhotelprice;] | Tiket : [rec.historybiayatiket;] |
| Lain – lain : [rec.lainlain;] | Total : [rec.historytotal;] |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Karyawan ybs | Div. Head | GA Staff | GA Ass.Man | GA Dept. Head | FA Staff |
| **Approved** | **Approved** | **Approved** | **Approved** | **Approved** | **Approved** |

Noted : Uang akomodasi di transfer H-1 sebelum perjalanan dinas.