

	FORM: TRAVEL ADVANCE REQUEST TAR	Revise : Date : Nov 27, 2021
	Distribution, Finance, Traveller, File	

NAME : Ely Sawitri
 PROJECT : TOR Sosialisasi Modul SETARA di Lombok Timur **Budget Line :** PTY.4.2.2,
 POSITION/ORG : PMEL & KM (Manager)
 PURPOSE OF TRAVEL : Sosialisasi Modul Setara di Lombok Timur
 LOCATION TO BE VISITED : Lombok Timur
 DEPARTURE DATE : 30 November 2021
 DATE OF RETURN : 02 December 2021

CONST DESCRIPTIONS	NUMBER OF DAYS	Percentage	ESTIMATED EXPENSES
Airfare (if paid by traveller) :			Rp.
DSA : #Night 1 x 1	Rp. Night	Rp.636.000	Rp.636.000
Local Transport : #Trip 1 x 1	Rp. Night	Rp.1.250.000	Rp.1.250.000
Other			Rp.
swab antigen : #Night 1 x 2	Rp. Night	Rp.100.000	Rp.200.000
transport swab : #Night 1 x 2	Rp. Night	Rp.100.000	Rp.200.000
TOTAL OF ADVANCE REQUESTED			Rp.2.386.000

I am accepting a travel advance for the out state travel approved by this request. I understand that I must submit a complete Travel Expense Report (TER) within **ten business days after the ending date of my travel**. I further understand if the travel advance is not cleared within the given period no futher advances will be given

Signature of Traveller	_____	Date :	_____
Signature of Supervisor	_____	Date :	_____
Signature of Country Representative	_____	Date :	_____

Detail calculation for DSA

Lembar 1: Keuangan

Lembar 2: Traveller

Lembar 3: File