



REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA

SUKOHARJO REGENCY REGULATIONS
NUMBER 49 OF 2023

ABOUT
IMPLEMENTATION PROCEDURES AND ACCOUNTABILITY
OFFICIAL TRAVEL

BY THE GRACE OF GOD ALMIGHTY
REGENT SUKOHARJO,

Weigh : a. that the organization of official travel must implemented based on the principles of accountability, efficiency, economy, effectiveness, transparency and responsibility;

b. that the administration of government in the Regency Sukoharjo is implemented with due regard to the sense of justice and propriety;

c. that with the stipulation of a Presidential Regulation Number 53 of 2023 concerning Top Amendments Presidential Regulation Number 33 of 2020 concerning Regional Unit Price Standards, there needs to be a arrangements regarding procedures for implementing and accounting for official trips;

d. that based on the considerations as intended in letters a, b, and c, it is necessary to stipulate a Regent's Regulation concerning Procedures for Implementing and Accounting for Official Travel;

Remember : 1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang Level II Region by amending Law No. 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java

(State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);

2. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 6 of 2023 concerning Determination of Government Regulations in Lieu of Laws -Law Number 2 of 2022 concerning Job Creation becomes Law (State Gazette of the Republic of Indonesia of 2023 Number 41,

Supplement to the State Gazette of the Republic of Indonesia Number 6856);

3. Law Number 11 of 2023 concerning Central Java Province (State Gazette of the Republic Indonesia 2023 Number 58, Supplement State Gazette of the Republic of Indonesia Number 6867);
4. Government Regulation Number 18 of 2016 concerning Regional Apparatus (State Gazette of the Republic Indonesia 2016 Number 114, Supplement State Gazette of the Republic of Indonesia Number 5887) as amended by the Regulations Government Number 72 of 2019 concerning Amendments to Government Regulation Number 18 2016 concerning Regional Apparatus (Gazette Republic of Indonesia 2019 Number 187, Supplement to the State Gazette of the Republic of Indonesia Number 6402);
5. Government Regulation Number 12 of 2019 concerning Regional Financial Management (State Gazette of the Republic of Indonesia of 2019 Number 42, Supplement to State Gazette of the Republic of Indonesia Number 6322);
6. Presidential Regulation Number 33 of 2020 concerning Regional Unit Price Standards (State Gazette of the Republic of Indonesia of 2020 Number 57) as amended by Presidential Regulation Number 53 of 2023 concerning Amendments to Presidential Regulation Number 33 of 2020 concerning Regional Unit Price Standards (State Gazette of the Republic of Indonesia of 2023 Number 112);
7. Minister of Home Affairs Regulation Number 77 of 2020 concerning Technical Guidelines for Regional Financial Management (State Gazette of the Republic of Indonesia of 2020 Number 1781);

8. Sukoharjo Regency Regional Regulation Number 7 of 2021 concerning Regional Financial Management (Sukoharjo Regency Regional Gazette of 2021 Number 7, Supplement to Sukoharjo Regency Regional Gazette Number 300);

DECIDE:

Set

: REGENT'S REGULATION CONCERNING PROCEDURES FOR IMPLEMENTING AND ACCOUNTABILITY FOR OFFICIAL TRAVEL.

PIG

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as the organizing element of Regional Government which leads the implementation of government affairs which are the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. The Deputy Regent is the Deputy Regent of Sukoharjo.
5. The Regional People's Representative Council, hereinafter abbreviated as DPRD, is a Regional People's Representative Institution whose position is as an organizing element of Regional Government.
6. The leadership of the DPRD is the Chair and Deputy Chair of the DPRD Sukoharjo Regency.
7. DPRD members are members of the Sukoharjo Regency DPRD.
8. The Regional Leadership Coordination Forum, hereinafter referred to as Forkopimda, is the Regional Leadership Coordination Forum which consists of the Deputy Regent, Chairman of the DPRD, Head of the Resort Police, Commander of Military District Command 0726, Head of the District Prosecutor's Office, Chairman of the District Court, Commander of Mechanized Brigade 6/II Kostrad, Commander Group 2 Kopassus, and Commander of Infantry Battalion 413 Kostrad.
9. Regional apparatus are supporting elements of the Regent and DPRD in the administration of government affairs which fall under the authority of the Region.
10. State Civil Service Employees, hereinafter referred to as ASN Employees, are State Civil Servants and Government employees with work agreements who are appointed by civil service development officials and assigned duties in a government position or entrusted with other state duties and are paid based on statutory regulations.
11. Other parties are people other than the Regent, Deputy Regent, DPRD Leaders, DPRD Members, Forkopimda, Regional Apparatus, and ASN Employees who have been determined by the authorized official.

12. The authorized official is the Regent, Deputy Regent, DPRD Leader, Head of Regional Apparatus as an Official authorized by the authorized Official to issue a Letter of Assignment to undertake an Official Trip.
13. Regional Finance means all Regional rights and obligations in the context of implementing Regional Government which can be valued in money, including all forms of wealth related to Regional rights and obligations.
14. Expenditure Treasurer is an official appointed to receive, store, pay, administer and account for money for Regional expenditure purposes in the context of implementing the Regional income and expenditure budget to Regional Apparatus.
15. Domestic official travel is travel outside the place of residence carried out within the territory of the Unitary State of the Republic of Indonesia for the benefit of the Regional Government.
16. Job Official Travel means official travel across city and/or regional boundaries from the place of domicile to the destination, carrying out duties, and returning to the original place of domicile within the country.
17. Technical Implementation Officer for Activities, hereinafter abbreviated as PPTK, is an official in a Regional Apparatus work unit who carries out one or several activities of a program in accordance with their field of duties.
18. Letter of Assignment, hereinafter abbreviated to ST, is an official document from a superior addressed to subordinates containing orders to carry out work in accordance with their duties and functions.
19. ST implementers are the Regent, Deputy Regent, Leaders and Members of the DPRD, Forkopimda, Regional ASN Employees and Other Parties.
20. Official Travel Letter, hereinafter abbreviated as SPD, is a document issued by State Officials, Budget Users or Budget User Proxies in the context of carrying out Official Travel for State Officials, ASN Employees, Non-Permanent Employees and Other Parties.
21. Mode of Transportation is a means of transportation used in carrying out Business Trips.
22. Transport costs are the costs required to go and return from the domicile to the destination as evidenced by tickets or kilometers.
23. *Lumpsum* is an amount of money that has been calculated in advance (*pre-calculated amount*) and paid at a time.
24. *At Cost* is accountability for implementation costs in accordance with actual costs based on existing evidence of expenditure (real costs).

25. Daily allowance for domestic official travel, hereinafter referred to as daily allowance, is reimbursement for the daily expenses of state officials, regional officials, ASN employees and other parties in carrying out official travel orders within the country, including pocket money, local transportation and meal allowances. .
26. Official vehicles are vehicles belonging to the Regional Government which are used only for official purposes, consisting of individual official vehicles, operational service vehicles/office service vehicles, and special/field service vehicles.
27. Public or other vehicles are vehicles other than operational service vehicles/office service vehicles.
28. Destination is a place/city/agency/unit that is as a business trip destination.
29. Official Travel Expenses are an amount of money given to the Regent, Deputy Regent, Leaders and Members of the DPRD, Forkopimda, Regional ASN Employees and Other Parties as costs for the implementation of the Official Travel, the amount of which is in accordance with the standard Official Travel costs.

CHAPTER II

PRINCIPLES OF SERVICE TRAVEL

Section 2

Official trips are carried out by observing the following principles:

- a. selective, namely only for prioritized interests and relating to government administration;
- b. budget availability and conformity with regional apparatus performance achievements;
- c. efficient use of Regional expenditure; And
- d. accountability for giving orders for the implementation of official travel and charging official travel costs.

CHAPTER III

OFFICIAL TRAVEL POSITION

Article 3

- (1) Official Travel consists of:
 - a. Overseas Service Trips; And
 - b. Domestic Service Travel.
- (2) Overseas official travel as intended in paragraph (1) letter a is guided by the provisions of statutory regulations.
- (3) Domestic Official Travel as referred to in paragraph (1) letter b is classified as:
 - a. Position official travel that crosses city limits; and b. Official travel within the city.

- (4) Official travel within the city as intended in paragraph (3) letter b consists of:
 - a. More than 8 official official trips (eight hours; And
 - b. Official official travel for up to 8 (eight) hours.
- (5) Official travel as intended in paragraph (1) is carried out in the context of:
 - a. implementation of duties and functions attached to the position;
 - b. attending meetings, seminars and other similar activities;
 - c. Temporary detachment/assignment;
 - d. take service exams or job exams;
 - e. appear before a panel of civil servant medical examiners or before an appointed medical examiner, to obtain a doctor's certificate regarding his health for the purposes of his position;
 - f. obtain treatment based on a doctor's certificate, because of an injury while or due to carrying out duties;
 - g. receive treatment based on the panel's decision civil servant medical examiners;
 - h. assignment to undertake education equivalent to Diploma/S1/S2/S3; And
 - i. attend education and training.

CHAPTER IV

OFFICIAL TRAVEL APPROVAL OR ORDER

Article 4

- (1) Regent, Deputy Regent, Leaders and Members of DPRD, Forkopimda, ASN Employees and Other Parties who will carry out Official Travel as intended in Article 3, must first obtain approval or orders from their superiors.
- (2) Approval or orders from superiors as intended in paragraph (1) are proven by the issuance of an ST from the authorized official.
- (3) Approval or orders from superiors as intended in paragraph (1) for official trips within the city and outside the city for the Regent, Deputy Regent, Leaders and Members of the DPRD, Forkopimda, ASN Employees and Other Parties are proven by an invitation letter or disposition of the superior concerned.

Article 5

- (1) Official travel for a position that lasts more than 8 (eight) hours as intended in Article 3 paragraph (4) letter a, for State Officials, Regional Officials, DPRD Leaders and Members, ASN Employees and Other Parties when carrying out Official Trips, must be given:
 - a. ST; And
 - b. SPD.

- (2) ST as intended in paragraph (1) letter a is implemented with the following conditions:
 - a. Regent, Deputy Regent, and Head of Regional Apparatus and/or Echelon II Officials signed by the Regent;
 - b. Leaders and Members of the DPRD are signed by the Chairman of the DPRD; And
 - c. Echelon III officials and below or equivalent and other parties are signed by the Head of Regional Apparatus.
- (3) The authority to sign the ST as intended in paragraph (2) letter a can be delegated to the Regional Secretary.
- (4) The SPD as intended in paragraph (1) letter b is a document issued by PA/KPA.

CHAPTER V

OFFICIAL TRAVEL EXPENSES

Part One

Components of Official Travel Expenses

Paragraph 1
General

Article 6

- (1) Components of Official Travel Costs consist of:
 - a. Daily money; b. Transport fee; c. lodging cost; and D. Business Travel representation money.
- (2) Apart from the transportation costs as intended in paragraph (1) letter b, official travel costs are provided for taxi costs.
- (3) Components of Official Travel Costs for State Officials, Regional Officials, ASN Employees, and Other Parties are guided by the Regent's Regulations regarding unit price standards.
- (4) Standard components of official travel expenses as referred to in paragraph (1) are listed in Appendix I which is an inseparable part of this Regent's Regulation.

Article 7

- (1) The level of Official Travel Costs for DPRD Leaders is equal to the Official Travel Costs of Regent/Echelon I officials, while the level of Official Travel Costs for DPRD Members is equivalent to Echelon II officials.
- (2) Equalization of official travel costs for other parties as follows:
 - a. head of the team driving the family welfare program which is equivalent to the official travel of Echelon II officials;
 - b. employees of village-owned enterprises, village heads/community figures/society are equivalent to the Official Travel of ASN Employees of Class III; And
 - c. Non-permanent employees are determined by the PA according to the level of education/property/duties concerned.

Article 8

- (1) Accountability for Domestic Official Travel Costs for Regent/Deputy Regent, Forkopimda, ASN Employees, and Other Parties is carried out at *Cost*.
- (2) Accountability for Domestic Official Travel Costs for DPRD Leaders and Members is given based on the level of Official Travel Costs and all components of Official Travel Costs are paid in a lump sum *and* is the highest limit as regulated in the Regent's Regulation on unit price standards by taking into account the principles of efficiency, effectiveness and propriety. , fairness and accountability.

Paragraph 2
Daily money

Article 9

- (1) Daily allowance for domestic official travel as intended in Article 6 paragraph (1) letter a is given according to the days specified in the SPD which is the highest limit or in accordance with the available budget.
- (2) The daily allowance as intended in paragraph (1) is paid in a *lump sum* and is the highest limit as regulated in the Regent's Regulation concerning unit price standards.

Article 10

Daily education and training allowance is given in order to carry out duties to participate in education and training activities held in the city that exceed 8 (eight) hours of training or held outside the city.

Paragraph 3
Transport fee

Article 11

- (1) Transport costs as intended in Article 6 paragraph (1) letter b are paid according to real costs based on transportation facilities as regulated in the Regent's Regulation concerning unit price standards.
- (2) Official Travel taxi costs as referred to in Article 6 paragraph (2) apply *at Cost*.
- (3) Business trip taxi financing as referred to in paragraph (2) can be carried out in excess of the standard taxi fare as long as it is supported by proof of real expenses and a list of real expenses is attached in the format as stated in Attachment II which is an inseparable part of this Regent's Regulation.

Article 12

Official travel expenses for positions outside the city or within the city as intended in Article 3 paragraph (3), those using operational Service Vehicles receive fuel oil which is attached to the maintenance costs of operational Service Vehicles which are used to maintain Service Vehicles so that they remain in normal condition and ready for use in accordance with their intended use.

Article 13

- (1) The cost of return domestic official travel plane tickets applies *at cost*.
- (2) The unit cost of a domestic service travel airplane ticket as intended in paragraph (1) is given for round trip travel from the departure airport of a city to the airport of the destination city, which is used in budget planning.
- (3) Financing for Domestic Official Travel plane tickets can be carried out in excess of the standard cost of Domestic Official Travel plane tickets as long as it is supported by a list real expenditure.
- (4) Financing of land transportation modes for domestic service trips can be carried out in excess of the land transportation mode index for domestic official trips as long as they are supported by a list of real expenses.
- (5) The cost units used to plan cost requirements for 1 (one) taxi trip are as follows:
 - a. departure:
 1. from the office of origin to the airport, port, terminal or station for departure to the Destination Place; or
 2. from the airport, port, terminal or arrival station to the destination.
 - b. homecoming:
 1. from the destination to the airport, port, terminal or station for departure to the place of origin; or
 2. from the airport, port, terminal or arrival station to the office at the place of origin.
- (6) In the event that the location of the office or destination location cannot be reached by taxi to or from the airport, port, terminal or station, transportation costs use land transportation costs or other transportation costs.

Paragraph 4

Lodging cost

Article 14

- (1) The accommodation costs for Domestic Official Travel as referred to in Article 6 paragraph (1) letter c apply at *At Cost*, guided by the Regent's Regulation on unit price standards.

- (2) If there is more than one ST Implementer in one Regional Apparatus, they can use a higher level of facilities by combining the facility costs without exceeding the accumulated unit rate of lodging costs.
- (3) In the event that an official trip is carried out together to carry out a certain activity, lodging for all ST Executors can stay at the same accommodation, in accordance with the lodging rates that have been determined for each ST Executor.
- (4) In the event that an official trip is carried out jointly to carry out a certain activity, accommodation for the Regent's Adjutant, Deputy Regent and DPRD Leaders occupies the same hotel but at a predetermined hotel rate.

Article 15

- (1) In the event that an official trip does not involve lodging costs, the ST Executor makes a statement not to stay at a hotel/inn, in the format

as stated in Appendix III which is an inseparable part of this Regent's Regulation.
- (2) In the event that an official trip does not involve lodging costs, the ST Executor is given a *lump sum* lodging fee of a maximum of 30% (thirty percent) of the lodging rate at the Destination Place or in accordance with the lodging cost unit for the Domestic Official Trip.

Paragraph 5 Representation Money

Article 16

- (1) The official travel representation fee as intended in Article 6 paragraph (1) letter d is paid in a *lump sum* and is the highest limit as regulated in the Regent's Regulation concerning unit price standards.
- (2) Official travel representation money is only given to state officials, regional officials, echelon I officials and echelon II officials who carry out official travel for the position in order to carry out the duties and functions attached to the position.
- (3) Official Travel representation money is given as a replacement for additional expenses in the position as a state official, Regional official, Echelon I official and Echelon II official in the context of an Official Travel, such as the cost of porter tips or driver tips.

The second part
Provisions for official travel expenses for the position

Article 17

- (1) Official travel expenses for positions that cross city boundaries as intended in Article 3 paragraph (3) letter a use:
 - a. Service Vehicles, get:
 1. fuel oil from maintenance expenditure;
 2. Daily allowance for business trips outside the city;
 3. toll rates are taken from Transport Costs on an *At Cost basis*;
 4. representation money;
 5. lodging costs *At Cost*; and/or
 6. medical test costs.
 - b. Public transportation or other, get:
 1. Daily allowance for business trips outside the city;
 2. toll rates and/or transport costs at cost;
 3. representation money;
 4. lodging costs *At Cost*; and/or
 5. medical test costs.
- (2) Official Travel Costs within the city as referred to in Article 3 paragraph (3) letter b consist of:
 - a. Official travel within the city takes more than 8 (eight) hours using:
 1. Official Vehicle, get:
 - a) fuel oil from maintenance expenditure;
 - b) Daily allowance for business trips within the city is more than 8 (eight) hours;
 - c) representation money; and/or
 - d) medical test costs.
 2. Public transportation or other, get:
 - a) Daily allowance for business trips within the city is more than 8 (eight) hours;
 - b) representation money; and/or
 - c) medical test costs.
 - b. Official travel within the city up to 8 (eight) hours using:
 1. Official Vehicle, get:
 - a) fuel oil from maintenance expenditure; and/or b) medical test costs.
 2. Public transportation or other, get:
 - a) Daily allowance for business trips within the city up to 8 (eight) hours; and/or
 - b) medical test costs.

Article 18

- (1) Official Travel Costs are charged to the budget
Regional Apparatus Official Travel.
- (2) Officials who are authorized to give orders for Official Travel must pay attention to the availability of the Regional Apparatus budget required to carry out the Official Travel.

Article 19

ST implementers are prohibited from receiving duplicate official travel expenses (two or more) for official trips carried out at the same time.

Article 20

- (1) In the event that the official trip days exceed the number of days specified in the SPD, the ST executor carrying out the official trip is not given additional daily allowance and lodging costs.
- (2) Official travel as intended in paragraph (1) is excluded in the event of *Force Majeure* accompanied by a statement from the ST implementer which is known to the PPTK/PA/KPA.
- (3) In the event that the number of days of official travel is less than the number of days specified in the SPD, the relevant ST Executor is obliged to deposit back the excess daily allowance and lodging costs.
- (4) In the event that the official trip is canceled or cannot be carried out, due to other official needs which are very urgent/important and cannot be postponed, the ST executor makes a statement of cancellation of official travel assignments and a statement of payment of the costs of canceling the official trip, in the format

as stated in Appendix IV which is an inseparable part of this Regent's Regulation.

CHAPTER VI

PAYMENT PROCEDURE FOR OFFICIAL TRAVEL

Article 21

Payment for official travel expenses can be provided in accordance with the budget ceiling available in the relevant Regional Apparatus Budget Implementation Document.

Article 22

- (1) Official Travel Expenses can be paid by using stock money.
- (2) For official travel using a travel service agency, payment will be made after the activity is carried out through direct payment.

CHAPTER VII

OFFICIAL TRAVEL ACCOUNTABILITY

Article 23

- (1) State Officials, Regional Officials, DPRD Leaders and Members, ASN Employees, and Other Parties as Official Travel Executors are obliged to be accountable for the implementation of the Official Travel to the assignor.
- (2) Accountability for official travel costs is submitted to PA/KPA no later than 5 (five) working days after the official trip is carried out.

- (3) The accountability document for Official Travel Costs for State Officials, Regional Officials, ASN Employees and Other Parties as intended in paragraph (1) must at least include:
- a. The ST that has been signed by the superior contains an order to carry out work in accordance with its legal duties and functions in the format as stated in Appendix V which is an inseparable part of this Regent's Regulation;
 - b. SPD that has been signed by the PA/KPA and officials at the place where the official trip is carried out or related parties who are the destination place for the official trip in the format as stated in Attachment VI which is an inseparable part of this Regent's Regulation;
 - c. plane tickets, *boarding passes*, *airport taxes*, levies, and proof of payment for other modes of transportation;
 - d. list of real expenses;
 - e. valid proof of payment for city vehicle rental in the form of a receipt or other proof of payment issued by a business entity engaged in vehicle rental services;
 - f. proof of payment for a hotel or other place of stay;
- And
- g. report on the results of the official trip with Attach documentation/photos of activities.
- (4) In the event that the accountability document contains the fulfillment of a stamped document, the stamp fee is borne by the official travel agent.
- (5) In terms of proof of transportation expenses and/or lodging/hotel as referred to in paragraph (3) letters c, e, and f are not obtained, accountability for Official Travel Expenses for the Office can use a list of real expenses.
- (6) The accountability document for Official Travel Costs for DPRD Leaders and Members as intended in paragraph (1) must at least include:
- a. The ST that has been signed by the superior contains an order to carry out work in accordance with its legal duties and functions;
 - b. SPD that has been signed by the PA/KPA and officials at the place of official travel or related parties who are the destination of the official trip;
 - c. Receipt of payment for official travel expenses *lump sum*, with the *lump sum* amount calculated for all components of Official Travel Expenses based on the Regent's Regulation concerning standard unit prices paid by the Expenditure Treasurer/ Assistant Expenditure Treasurer to the Leaders and Members of the DPRD in the format as stated in Appendix VII which is an inseparable part of this Regent's Regulation;
 - d. Integrity Pact which is a statement of commitment to carry out the duties and responsibilities of Official Travel according to the ST in the format as stated in Appendix VIII which is an inseparable part of this Regent's Regulation; And

- e. Report on the implementation of the official trip signed by the official travel organizer by attaching documentation/photos of the activity.
- (7) In the event that the accountability document contains the fulfillment of a stamped document, the stamp fee is borne by the official travel agent.
- (8) Accountability for official travel is carried out in accordance with the provisions of statutory regulations.

Article 24

- (1) The authorized officials and ST Executors who carry out an official trip are fully responsible for losses experienced by the region as a result of the error, negligence or omission concerned in connection with the official trip in question.
- (2) For errors, omissions and negligence as intended in paragraph (1), action can be taken in the form of:
 - a. claim for compensation in accordance with statutory provisions invitation; and/or
 - b. administrative sanctions and other actions in accordance with statutory provisions.

CHAPTER VIII

CLOSING

Article 25

At the time this Regent's Regulation comes into force, Regent's Regulation Number 42 of 2014 concerning Domestic Service Travel for State Officials, Civil Servants and Non-Permanent Employees within the Sukoharjo Regency Government (Sukoharjo Regency Regional Gazette of 2014 Number 269) as amended by the Regulation Regent Number 88 of 2019 concerning

Amendments to Regent Regulation Number 42 of 2014 concerning Domestic Official Travel for State Officials, Civil Servants Civil and Non-Permanent Employees within the Sukoharjo Regency Government (Sukoharjo Regency Regional Gazette 2019 Number 89) is revoked and declared invalid.

Article 26

This Regent's Regulation comes into force on the date of promulgation.

So that everyone is aware, this Regent's Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Set in Sukoharjo on November
22 2023

REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo on
November 22 2023

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed.

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2023 NUMBER 51

The copy corresponds to the original
HEAD OF LEGAL SECTION,

signed.

TEGUH PRAMONO, SH, MH NIP

Level I Advisor.
19710429 199803 1 003

APPENDIX I
SUKOHARJO REGENCY REGULATIONS
NUMBER 49 OF 2023
ABOUT
IMPLEMENTATION PROCEDURES AND
TRAVEL RESPONSIBILITY
SERVICE

A. DAILY MONEY FOR OUTSIDE CITY OFFICIAL TRAVELS

NO	PROVINCE	UNIT	DAILY MONEY OFFICIAL TRAVEL OUTSIDE THE CITY (Rp)
1	2	3	4
1. ACEH 2.		OH	360,000.00
NORTH SUMATRA 3. RIAU		OH	370,000.00
		OH	370,000.00
4. RIAU ISLANDS 5. JAMBI		OH	370,000.00
6. WEST		OH	370,000.00
SUMATRA 7. SOUTH		OH	380,000.00
SUMATRA 8. LAMPUNG 9.		OH	380,000.00
BENGKULU 10.		OH	380,000.00
BANGKA BELITUNG		OH	380,000.00
11. BANTEN 12. WEST JAVA		OH	410,000.00
13. DKI		OH	370,000.00
JAKARTA 14.		OH	430,000.00
CENTRAL JAVA 15. IN		OH	530,000.00
YOGYAKARTA 16.		OH	370,000.00
EAST JAVA 17. BALI 18.		OH	420,000.00
WEST NUSA		OH	410,000.00
TENGGARA		OH	480,000.00
EAST NUSA TENGGARA 20.		OH	440,000.00
19. WEST KALIMANTAN 21.		OH	430,000.00
CENTRAL KALIMANTAN 22.		OH	380,000.00
SOUTH KALIMANTAN 23. EAST		OH	360,000.00
KALIMANTAN 24. NORTH		OH	380,000.00
KALIMANTAN 25. NORTH		OH	430,000.00
SULAWESI 26. GORONTALO		OH	430,000.00
27. WEST SULAWESI 28.		OH	370,000.00
SOUTH SULAWESI		OH	370,000.00
29. SUL CENTRAL AWESI		OH	410,000.00
30. SOUTHEAST SULAWESI		OH	430,000.00
31. MALUKU 32. NORTH		OH	370,000.00
MALUKU 33. PAPUA 34. WEST		OH	380,000.00
PAPUA 35.		OH	380,000.00
SOUTHWEST PAPUA 36.		OH	430,000.00
CENTRAL		OH	580,000.00
PAPUA 37. SOUTH		OH	480,000.00
PAPUA		OH	480,000.00
		OH	580,000.00
		OH	580,000.00
38. MOUNTAIN PAPUA		OH	580,000.00

B. DAILY MONEY FOR OFFICIAL TRAVEL IN THE CITY

NO	DESCRIPTION	NOMINAL UNIT (Rp)	
1	2	3	4
1.	DAILY TRAVEL MONEY DEPARTMENT IN THE CITY UNTIL WITH 8 HOURS (Rp.)		
	From Kartasura to:		
	Naughty	OH	50,000.00
	Baki and Grogol	OH	55,000.00
	Mojolaban, Polokarto, Bendosari, Nguter, and Sukoharjo	OH	60,000.00
	Bulu, Tawang Sari and Weru	OH	75,000.00
	From Gatak to:		
	Kartasura, Baki	OH	50,000.00
	Grogol	OH	55,000.00
	Mojolaban, Polokarto, Bendosari, Nguter and Sukoharjo,	OH	60,000.00
	Bulu, Tawang Sari, and Weru	OH	75,000.00
	From Tray to :		
	Gatak, Grogol, Bendosari, Sukoharjo	OH	50,000.00
	Kartasura, Mojolaban, Polokarto	OH	55,000.00
	Nguter, Tawang Sari, Bulu	OH	60,000.00
	Weru	OH	70,000.00
	From Grogol to:		
	Mojolaban, Polokarto, Bendosari, Nguter and Sukoharjo,	OH	50,000.00
	Kartasura, Gatak	OH	55,000.00
	Bulu, Tawang Sari	OH	60,000.00
	Weru	OH	70,000.00
	From Mojolaban to:		
	Polokarto, Bendosari, Grogol	OH	50,000.00
	Sukoharjo, Nguter, Baki	OH	55,000.00
	Kartasura, Gatak	OH	60,000.00

1	2	3	4
	Tawang Sari, Bulu	OH	70,000.00
	Weru	OH	75,000.00
	From Polokarto to:		
	Mojolaban, Bendosari, Grogol	OH	50,000.00
	Sukoharjo, Baki	OH	55,000.00
	Nguter, Kartasura, Gatak	OH	60,000.00
	Tawang Sari, Bulu	OH	70,000.00
	Weru	OH	75,000.00
	From Bendosari to:		
	Mojolaban, Baki, Grogol, Nguter, Sukoharjo	OH	50,000.00
	Tawang Sari	OH	55,000.00
	Polokarto, Bulu, Weru, Kartasura, Gatak	OH	60,000.00
	Regional Government Office Sukoharjo Regency	OH	50,000.00
	From Sukoharjo to:		
	Bulu, Tawang Sari, Nguter, Bendosari, Grogol, Baki	OH	50,000.00
	Mojolaban, Polokarto	OH	55,000.00
	Kartasura, Gatak, Weru	OH	60,000.00
	From Nguter to:		
	Sukoharjo, Bendosari, Grogol, Bulu, Tawang Sari	OH	50,000.00
	Mojolaban, Weru	OH	55,000.00
	Baki, Polokarto, Kartasura, Naughty	OH	60,000.00
	From Fur to:		
	Sukoharjo, Nguter, Tawang Sari, Weru	OH	50,000.00
	Bendosari	OH	55,000.00
	Baki, Grogol	OH	60,000.00
	Mojolaban, Polokarto	OH	70,000.00
	Kartasura, Gatak	OH	75,000.00

1	2	3	4
	From Tawang Sari to:		
	Sukoharjo, Nguter, Bulu, Weru	OH	50,000.00
	Bendosari	OH	55,000.00
	Grogol, Baki	OH	60,000.00
	Mojolaban, Polokarto	OH	70,000.00
	Kartasura, Gatak	OH	75,000.00
	From Weru to:		
	Tawang Sari, Bulu	OH	50,000.00
	Talking	OH	55,000.00
	Sukoharjo, Bendosari	OH	85,000.00
	Grogol, Baki	OH	70,000.00
	Mojolaban, Polokarto, Kartasura, Gatak	OH	75,000.00
2.	DAILY TRAVEL MONEY MORE INTO-CITY SERVICES FROM 8 HOURS (Rp.)		
	Within the Regency Area Sukoharjo more than 8 hours	OH	150,000,00,00

C. DAILY TRAVEL MONEY FOR EDUCATION AND TRAINING SERVICES

NO	PROVINCE	UNIT	DAILY MONEY OFFICIAL TRAVEL TRAINING (Rp)
1	2	3	4
1.	ACEH	OH	110,000.00
2.	NORTH SUMATRA	OH	110,000.00
3.	RIAU	OH	110,000.00
4.	RIAU ISLANDS	OH	110,000.00
5.	JAMBI	OH	110,000.00
6.	WEST SUMATRA	OH	110,000.00
7.	SOUTH SUMATRA	OH	110,000.00
8.	LAMPUNG	OH	110,000.00
9.	BENGKULU	OH	110,000.00
10.	BANGKA BELITUNG	OH	120,000.00
11.	BANTEN	OH	110,000.00
12.	WEST JAVA	OH	130,000.00
13.	DKI JAKARTA	OH	160,000.00
14.	CENTRAL JAVA	OH	110,000.00
15.	IN YOGYAKARTA	OH	130,000.00
16.	EAST JAVA	OH	120,000.00
17.	BALI	OH	140,000.00
18.	WEST NUSA TENGGARA OH		130,000.00
19.	NUSA TENGGARA EAST	OH	130,000.00
20.	WEST KALIMANTAN	OH	110,000.00
21.	CENTRAL KALIMANTAN	OH	110,000.00
22.	SOUTH KALIMANTAN OH		110,000.00
23.	EAST KALIMANTAN	OH	130,000.00
24.	NORTH KALIMANTAN	OH	130,000.00
25.	NORTH SULAWESI	OH	110,000.00
26.	GORONTALO	OH	110,000.00
27.	WEST SULAWESI	OH	120,000.00
28.	SOUTH SULAWESI 29.	OH	130,000.00
	CENTRAL SULAWESI	OH	110,000.00
30.	SOUTHEAST SULAWESI	OH	110,000.00
31.	MALUKU	OH	110,000.00
32.	NORTH MALUKU	OH	130,000.00
33.	PAPUA	OH	170,000.00
34.	WEST PAPUA	OH	140,000.00
35.	SOUTHWEST PAPUA	OH	140,000.00
36.	CENTRAL PAPUA	OH	170,000.00
37.	SOUTH PAPUA	OH	170,000.00
38.	MOUNTAIN PAPUA	OH	170,000.00

D. AMOUNT OF REPRESENTATION MONEY

NO	LEVELS	UNIT	OUT OF TOWN (Rp)	IN THE CITY MORE THAN 8 (EIGHT HOURS (Rp)
1	2	3	4	5
1.	STATE OFFICIALS, LOCAL OFFICIALS	OH 250,000.00		125,000.00
2.	ECHELON I OFFICERS OH	200,000.00		100,000.00
3.	ECHELON II OFFICERS OH	150,000.00		75,000.00

E. UNIT COST OF DOMESTIC SERVICE AIRCRAFT TICKETS

GO HOME

NO.	CITY		UNIT	UNIT AIR TICKET COST	
	ORIGIN	OBJECTIVE		(Rp)	
1	2	3	4	5	6
1 SOLO		JAKARTA	PP	3,861,000.00	2,342,000.00
2 SOLO		BALIKPAPAN	PP	9,445,000.00	4,813,000.00
3 SOLO		BANDA ACEH	PP	9,530,000.00	5,444,000.00
4 SOLO		BOOKIE LAMPUNG	PP	4,931,000.00	2,824,000.00
5 SOLO		BANDUNG	PP	3,647,000.00	2,268,000.00
6 SOLO		BANJARMASIN	PP	7,498,000.00	4,097,000.00
7 SOLO		BATAM	PP	7,145,000.00	4,000,000.00
8 SOLO		JAMBI	PP	6,428,000.00	3,615,000.00
9 SOLO		KENDARI	PP	9,659,000.00	5,166,000.00
10 SOLO		MANADO	PP	12,504,000.00	5,990,000.00
11 SOLO		MEDAN	PP	9,284,000.00	4,835,000.00
12 SOLO		PADANG	PP	7,744,000.00	4,065,000.00
13 SOLO		PALANGKARAYA PP		7,252,000.00	4,086,000.00
14 SOLO		PALEMBANG	PP	6,236,000.00	3,444,000.00
15 SOLO		BASE BETEL NUT	PP	5,829,000.00	3,326,000.00
16 SOLO		PEKANBARU	PP	7,797,000.00	4,118,000.00
17 SOLO		PONTIANAK	PP	6,685,000.00	3,904,000.00
18 SOLO		MAKASSAR	PP	9,466,000.00	4,845,000.00
19 YOGYAKARTA	JAKARTA		PP	4,107,000.00	2,268,000.00
20 YOGYAKARTA	BALIKPAPAN		PP	9,669,000.00	4,749,000.00
21 YOGYAKARTA	BANDA ACEH		PP	9,765,000.00	5,380,000.00
22 YOGYAKARTA	BOOKIE LAMPUNG		PP	5,155,000.00	2,760,000.00
23 YOGYAKARTA	BANDUNG		PP	3,369,000.00	2,129,000.00
24 YOGYAKARTA	BANJARMASIN		PP	7,723,000.00	4,022,000.00
25 YOGYAKARTA	BATAM		PP	7,370,000.00	3,936,000.00
26 YOGYAKARTA	JAMBI		PP	6,653,000.00	3,551,000.00
27 YOGYAKARTA	KENDARI		PP	8,129,000.00	4,706,000.00
28 YOGYAKARTA	MANADO		PP	10,536,000.00	5,722,000.00
29 YOGYAKARTA	MEDAN		PP	9,519,000.00	4,770,000.00
30 YOGYAKARTA	PADANG		PP	7,969,000.00	4,000,000.00
31 YOGYAKARTA	PALANGKARAYA PP			7,477,000.00	4,022,000.00
32 YOGYAKARTA	PALEMBANG		PP	6,460,000.00	3,380,000.00
33 YOGYAKARTA	BASE BETEL NUT		PP	6,065,000.00	3,262,000.00
34 YOGYAKARTA	PEKANBARU		PP	8,022,000.00	4,054,000.00
35 YOGYAKARTA	PONTIANAK		PP	6,910,000.00	3,840,000.00
36 YOGYAKARTA	MAKASSAR		PP	6,525,000.00	3,893,000.00

1	2	3	4	5	6
37	YOGYAKARTA BIAK		PP	15,648,000.00	8,108,000.00
38	YOGYAKARTA JAYAPURA		PP	13,274,000.00	7,690,000.00
39	YOGYAKARTA DENPASAR		PP	3,861,000.00	2,481,000.00
40	YOGYAKARTA TIMIKA		PP	11,894,000.00	7,038,000.00
41	YOGYAKARTA KUPANG		PP	7,348,000.00	4,182,000.00
42	YOGYAKARTA MATARAM		PP	4,417,000.00	2,781,000.00

F. INDEX OF ROUND LAND TRANSPORTATION MODE

PROVINCE NO	ORIGIN REGENCY	DISTRICT/CITY OBJECTIVE	UNIT	INDEX COST (Rp) 6
1	2	3	4	5
1	JAVA MIDDLE	SUKOHARJO	Residency Surakarta	PP
			Within the Province	PP
			DIY	PP
			West Java	PP
			East Java	PP

G. UNIT TAXI COST FOR DOMESTIC SERVICE TRAVEL

NO.	PROVINCE	UNIT	UNIT COST TAXI JOURNEY INTERNAL SERVICE STATE (Rp)
1	2	3	4
1	ACEH	People/Times	127,000.00
2	NORTH SUMATRA	People/Times	308,000.00
3	RIAU	People/Times	101,000.00
4	RIAU ISLANDS	People/Times	165,000.00
5	JAMBI	People/Times	147,000.00
6	WEST SUMATRA	People/Times	190,000.00
7	SOUTH SUMATRA	People/Times	179,000.00
8	LAMPUNG	People/Times	168,000.00
9	BENGKULU	People/Times	109,000.00
10	BANGKA BELITUNG	People/Times	97,000.00
11	BANTEN	People/Times	536,000.00
12	WEST JAVA	People/Times	200,000.00
13	DKI JAKARTA	People/Times	256,000.00
14	CENTRAL JAVA	People/Times	108,000.00
15	IN YOGYAKARTA	People/Times	267,000.00
16	EAST JAVA	People/Times	233,000.00
17	BALI	People/Times	227,000.00
18	WEST NUSA TENGGARA	People/Times	231,000.00
19	NUSA TENGGARA EAST	People/Times	116,000.00
20	WEST KALIMANTAN	People/Times	171,000.00
21	CENTRAL KALIMANTAN	People/Times	134,000.00
22	SOUTH KALIMANTAN	People/Times	180,000.00
23	EAST KALIMANTAN	People/Times	533,000.00
24	NORTH KALIMANTAN	People/Times	218,000.00
25	NORTH SULAWESI	People/Times	138,000.00
26	GORONTALO	People/Times	265,000.00
27	WEST SULAWESI	People/Times	313,000.00
28	SOUTH SULAWESI	People/Times	187,000.00
29	CENTRAL SULAWESI	People/Times	165,000.00
30	SOUTHEAST SULAWESI	People/Times	171,000.00
31	MALUKU	People/Times	288,000.00
32	NORTH MALUKU	People/Times	215,000.00
33	PAPUA	People/Times	513,000.00
34	WEST PAPUA	People/Times	236,000.00
35	SOUTHWEST PAPUA	People/Times	236,000.00
36	CENTRAL PAPUA	People/Times	513,000.00
37	SOUTH PAPUA	People/Times	513,000.00
38	MOUNTAIN PAPUA	People/Times	513,000.00

H. UNIT COST FOR DOMESTIC OFFICIAL TRAVEL LODGE

NO	DESCRIPTION	HOTEL RATES				
		UNIT	LEVEL			
			HEAD AREA/ LEADER DPRD/ OFFICIAL ECHELON I (Rp)	MEMBER DPRD / OFFICIAL ECHELON II/ WHICH EQUALIZED (Rp)	OFFICIAL ECHELON III/ GROUP IV/ YANG EQUALIZED (Rp)	OFFICIAL ECHELON IV/ GROUP III, II and I/PARTY OTHER (Rp)
1	2	3	4	5	6	7
1	ACEH	OH	4,420,000.00	3,526,000.00	1,533,000.00	770,000.00
2	SUMATRA NORTH	OH	4,960,000.00	2,195,000.00	1,100,000.00	699,000.00
3	RIAU	OH	3,820,000.00	3,119,000.00	1,650,000.00	852,000.00
4	ISLAND RIAU	OH	5,344,000.00	2,318,000.00	1,297,000.00	792,000.00
5	JAMBI	OH	5,000,000.00	4,102,000.00	1,225,000.00	580,000.00
6	SUMATRA WEST	OH	5,236,000.00	3,332,000.00	1,353,000.00	701,000.00
7	SUMATRA SOUTH	OH	5,850,000.00	3,083,000.00	1,955,000.00	861,000.00
8	LAMPUNG	OH	4,491,000.00	2,488,000.00	1,425,000.00	2,140,000.00
9	BENGKULU	OH	1,628,000.00	1,546,000.00		692,000.00
10	FRAMES BELITUNG	OH	3,827,000.00	2,838,000.00	1,957,000.00	649,000.00
11	BANTEN	OH	5,725,000.00	2,373,000.00	1,204,000.00	724,000.00
12	WEST JAVA	OH	5,381,000.00	2,755,000.00	1,201,000.00	686,000.00
13	DKI JAKARTA	OH	8,720,000.00	2,063,000.00	992,000.00	730,000.00
14	CENTRAL JAVA	OH	5,303,000.00	1,850,000.00	1,201,000.00	750,000.00
15	YOGYAKARTA	OH	5,017,000.00	2,695,000.00	1,384,000.00	845,000.00
16	EAST JAVA	OH	4,449,000.00	2,007,000.00	1,153,000.00	814,000.00
17	BALI	OH	6,848,000.00	2,433,000.00	1,658,000.00	1,138,000.00
18	NUSA SOUTHEAST WEST	OH	4,375,000.00	2,648,000.00	1,418,000.00	907,000.00
19	NUSA SOUTHEAST EAST	OH	3,750,000.00	2,133,000.00	1,355,000.00	688,000.00
20	KALIMANTAN WEST	OH	2,654,000.00	1,923,000.00	1,125,000.00	538,000.00
21	KALIMANTAN MIDDLE	OH	4,901,000.00	3,391,000.00	1,160,000.00	659,000.00
22	KALIMANTAN SOUTH	OH	4,797,000.00	3,316,000.00	1,500,000.00	679,000.00
23	KALIMANTAN EAST	OH	4,000,000.00	2,188,000.00	1,507,000.00	804,000.00
24	KALIMANTAN NORTH	OH	4,000,000.00	2,735,000.00	1,507,000.00	904,000.00
25	SULAWESI NORTH	OH	4,919,000.00	2,290,000.00	1,207,000.00	978,000.00
26	GORONTALO	OH	4,168,000.00	2,549,000.00	1,606,000.00	955,000.00
27	SULAWESI WEST	OH	4,076,000.00	3,098,000.00	1,344,000.00	704,000.00

1	2	3	4	5	6	7
28	SULAWESI SOUTH	OH	4,820,000.00 1,938,000.00 1,423,000.00 745,000.00			
29	SULAWESI MIDDLE	OH	2,309,000.00 2,027,000.00 1,679,000.00 951,000.00			
30	SULAWESI SOUTHEAST	OH	3,088,800.00 2,574,000.00 1,297,000.00 786,000.00			
31	MALUKU	OH	3,467,000.00 3,240,000.00 1,059,000.00			667,000.00
32	MALUKU NORTH	OH	4,611,600.00 3,843,000.00 1,160,000.00			605,000.00
33	PAPUA	OH	3,859,000.00 3,318,000.00 2,521,000.00 1,038,000.00			
34	WEST PAPUA	OH	3,872,000.00 3,341,000.00 2,056,000.00 967,000.00			
35.	WEST PAPUA POWER	OH	3,872,000.00 3,341,000.00 2,056,000.00 967,000.00			
36.	PAPUA MIDDLE	OH	3,859,000.00 3,318,000.00 2,521,000.00 1,038,000.00			
37.	PAPUA SOUTH	OH	5,673,000.00 4,877,000.00 3,706,000.00 1,526,000.00			
38.	PAPUA MOUNTAINS	OH	5,711,000.00 4,911,000.00 3,731,000.00 1,536,000.00			

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX II
SUKOHARJO REGENCY REGULATIONS
NUMBER 49 OF 2023
ABOUT
IMPLEMENTATION PROCEDURES AND
TRAVEL RESPONSIBILITY
SERVICE

REAL EXPENDITURE LIST FORMAT

LIST OF REAL EXPENDITURES

The undersigned below:

Name :

NIP :

Position:

based on Official Travel Letter (SPD) Number..... date

....., we hereby declare that:

1. Employee transport costs and/or lodging costs below are not included

Evidence of expenditure can be obtained, including:

No	Description	Amount
	Amount	

2. The amount of money mentioned in number 1 above was actually spent on
carrying out the intended Business Trip and if in the future there is an excess over payment, we
are willing to deposit the excess
to the Regional Treasury.

Thus we make this statement truthfully, for use
as it should be.

Acknowledging/Agreeing:

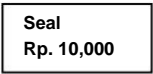
Activity Technical Implementation Officer

.....

NIP.

Sukoharjo, date, month, year

SPD Executive,



.....

NIP.

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX III
SUKOHARJO REGENCY REGULATIONS
NUMBER 49 OF 2023
ABOUT
IMPLEMENTATION PROCEDURES AND
TRAVEL RESPONSIBILITY
SERVICE

STATEMENT LETTER FORMAT OF NOT STAYING AT A HOTEL/INSTING

LETTERHEAD

STATEMENT LETTER OF NOT STAYING AT A HOTEL/INN

The undersigned below :

Name	:	(1)
NIP	:	(2)
Position	:	(3)
Organizational Unit	:	(4)

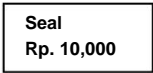
In accordance with ST No (5) date.....(6) while carrying out duties
at.....(7) not staying at a hotel/inn.

Thus, this statement letter was made in truth and if at a later date it turns out to be a letter

This statement is not true, I take full responsibility and am willing to be processed in accordance with the provisions
applicable law.

Sukoharjo, date, month, year (8)

SPD Executive,



..... (9)

NIP(10)

INSTRUCTIONS FOR COMPLETING THE FORMAT

STATEMENT LETTER OF NOT STAYING IN A HOTEL/INN

- [1] Fill in the name of the SPD Executive
- [2] Fill in the NIP of the SPD Implementer
- [3] Filled with the position of SPD Executive
- [4] Fill in the name of the SPD Implementing Organizational Unit
- [5] Fill in the official travel ST number
- [6] Fill in the ST date of the official trip
- [7] Fill in the destination of the official trip
- [8] Fill in the place, date, month and year when the statement letter is signed
- [9] Fill in the signature and clear name of the SPD Executive
- [10] Fill in the NIP of the SPD implementer

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX IV
SUKOHARJO REGENCY REGULATIONS
NUMBER 49 OF 2023
ABOUT
IMPLEMENTATION PROCEDURES AND
TRAVEL RESPONSIBILITY
SERVICE

FORMAT OF STATEMENT OF CANCELLATION OF OFFICIAL TRAVEL ASSIGNMENTS AND
STATEMENT LETTER OF CHARGING CANCELLATION COSTS FOR OFFICIAL TRAVEL

A. STATEMENT OF CANCELLATION OF OFFICIAL TRAVEL ASSIGNMENTS

LETTERHEAD

STATEMENT LETTER OF CANCELLATION OF OFFICIAL TRAVEL ASSIGNMENTS
NUMBER 1)

The undersigned below :

Name	:	(2)
NIP	:	(3)
Position	:	(4)
Organizational Unit	:	(5)

Declare truly that the official travel assignment is based on ST Number,
.....(6) Date(7) in the name of :

Name	:	(8)
NIP	:	(9)
Position	:	(10)
Organizational Unit	:	(11)

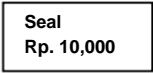
Canceled or unable to be implemented, due to other official requirements
very urgent/important And No can postponed/cancelled that is
:..... (12)

In connection with this cancellation, official travel cannot be replaced
by other civil servants/officials.

Thus, this statement letter was made in truth and if it turns out later
This statement letter is not true, I take full responsibility and am willing to be processed accordingly
with applicable legal provisions.

Sukoharjo, date, month, year (13)

Who make a statement



..... (14)

NIP.(15)

INSTRUCTIONS FOR COMPLETING THE FORMAT

STATEMENT LETTER OF CANCELLATION OF OFFICIAL TRAVEL ASSIGNMENTS

- [1] Fill in the number of the official travel assignment cancellation statement letter
- (2) Fill in the name of the official who issued the official travel ST
- [3] Fill in the NIP of the official who issued the official travel ST
- [4] Filled with the position of official who issues ST for official travel
- [5] Filled with the Organizational Unit of the official who issued the official travel ST
- [6] Fill in the official travel ST number
- [7] Fill in the ST date of the official trip
- [8] Fill in the name of the SPD Executive
- [9] Filled with the position of SPD Executive
- 10[] Fill in the NIP of the SPD Implementer
- [11] Fill in the name of the SPD Implementing Organizational Unit
- [12] Fill in the reason for canceling the official trip
- 13[] Fill in the place, date, month and year when the statement letter is signed
- [14] Fill in the signature and clear name of the official who issued the travel ST service
- (15) Fill in the NIP of the official who issued the official travel ST

B. STATEMENT OF TRIP CANCELLATION FEE CHARGING

SERVICE

LETTERHEAD

STATEMENT LETTER OF CHARGING CANCELLATION COSTS FOR OFFICIAL TRAVEL

The undersigned below :

Name : (1)
NIP : (2)
Position : (3)
Satker : (4)

Declare truly that the official trip is based on ST number:

.....(5) date(6) and SPD Number(7) date (8) in the name of:

Name : (9)
NIP : (10)
Position : (11)
Satker : (12)

Canceled in accordance with the Statement of Cancellation of Official Travel Assignments Number

.....(13) date(14)

In connection with the cancellation, the cancellation fee has already been paid

because the DPA cannot be returned/refunded (partially/entirely in the amount of (15),

so it is charged to DPA Number: (16) date (17) Satker (18).

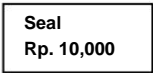
Thus, this statement letter was made in truth and if it turns out later

This statement letter is not true and causes regional losses, I am responsible

full and willing to deposit the regional losses to the Regional Treasury.

Sukoharjo, date, month, year (19)

Who make a statement



..... (20)

NIP.(21)

INSTRUCTIONS FOR COMPLETING THE FORMAT
STATEMENT OF CHARGES
OFFICIAL TRAVEL CANCELLATION FEES

- [1] Fill in the name of the work unit PPTK whose official travel costs are borne
- [2] Fill in the PPTK NIP of the work unit whose official travel costs are borne
- [3] Filled with work unit PPTK positions whose official travel expenses are burdened
- [4] Fill in the name of the work unit whose official travel costs are borne
- [5] Fill in the official travel ST number
- [6] Fill in the ST date of the official trip
- [7] Fill in the SPD number
- [8] Fill in the SPD date
- [9] Fill in the name of the SPD implementer
- [10] Fill in the NIP of the SPD implementer
- [11] Filled with the position of SPD executive
- [12] Fill in the name of the work unit whose official travel costs are borne
- [13] Fill in the statement number of the official travel assignment cancellation statement
- [14] Fill in the date of the statement of cancellation of official travel duties
- [15] Fill in the amount of rupiah for cancellation fees that cannot be paid
returned/refunded in part/in full
- (16) Fill in the DPA number that is covered by official travel costs
- (17) Fill in the date of the DPA for which official travel costs are charged
- (18) To be filled with work expenses that are burdened with official travel costs
- (19) Fill in the place, date, month and year when the statement letter is signed
- (20) Fill in the signature and clear name of the PPTK work unit for which the fee is charged
official travel
- (21) Fill in the PPTK NIP of the work unit that is charged with official travel costs

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX V
SUKOHARJO REGENCY REGULATIONS
NUMBER 49 OF 2023
ABOUT
IMPLEMENTATION PROCEDURES AND
TRAVEL RESPONSIBILITY
SERVICE

FORMAT OF ASSIGNMENT LETTER

SUKOHARJO REGENCY GOVERNMENT
SKPD NAME
SKPD ADDRESS

LETTER OF ASSIGNMENT
Number :

Basics: 1.
2.
3.

The undersigned below :
Name :
NIP :
Rank/Goals :
Position :

I hereby assign the following:
Name :
NIP :
Rank/Goals :
Position :

For: 1.
2.
3.

This is to attract attention and ensure that it is implemented properly.

Issued in
Date.....
Budget User/Budget User Authorization

(.....)
NIP

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX VI
SUKOHARJO REGENCY REGULATIONS
NUMBER 49 OF 2023
ABOUT
IMPLEMENTATION PROCEDURES AND
TRAVEL RESPONSIBILITY
SERVICE

OFFICIAL TRAVEL LETTER FORMAT

SUKOHARJO REGENCY GOVERNMENT
SKPD NAME
SKPD ADDRESS

Sheet to :
Code No. :
Number : {manuscript_number}

OFFICIAL TRAVEL DOCUMENTS
(SPD)

1.	Budget User/Budget User Authorization		
2.	Name/NIP of the employee carrying out the official trip		
3.	a. Rank and Group b. Position/ Agency c. Level of Official Travel Expenses Purpose of Official Travel	a. b. c.	
4.			
5.	The means of transportation used		
6.	a. Place of departure b. Destination		
7.	a. Length of official trip b. Departure date c. Date you must return/arrive at the new place*)	3 (Three) days (Example) October 11, 2023 (Example) October 13, 2023 (Example)	
8.	Follower: Name	Date of birth	Information
	1. 2. 3. 4. 5.		
9.	Budget burden		
	a. SKPD b. Account Code		
10.	Other information	-	

Issued in
Date.....
Budget User/Budget User Authority

(.....)
NIP

		I. Departure from : (Position) To : On Head Date : As Technical Implementation Officer for Activities (.....) NIP
II	Arrive : Arrive :	
	On : On Date :	
	Head : Head :	
	(.....) NIP	(.....) NIP
III	Arrive : Arrive :	
	On : On Date :	
	Head : Head :	
	(.....) NIP	(.....) NIP
IV Arrived	: Arrived :	
	On : On Date :	
	Head : Head :	
	(.....) NIP	(.....) NIP
V Arrives	: Arrive :	
	On : On Date :	
	Head : Head :	
	(.....) NIP	(.....) NIP
VI	: Has	been checked, with the statement that the trip mentioned above was carried out on his orders and solely for the interests of the office within the shortest possible time
	Arrives On : Head Date :	
	(.....) NIP	
VII Miscellaneous Notes		
VIII Budget Users/Authorized Budget Users who issue SPDs, officials/employees/other parties traveling on business, officials who approve departure/arrival dates, as well as expenditure treasurers/auxiliary expenditure treasurers are responsible based on Regional Financial regulations if the State incurs a loss as a result of errors, omissions and negligence.		

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX VIII
SUKOHARJO REGENCY REGULATIONS
NUMBER 49 OF 2023
ABOUT
IMPLEMENTATION PROCEDURES AND
TRAVEL RESPONSIBILITY
SERVICE

RECEIPT FORMAT

SUKOHARJO REGENCY GOVERNMENT

SKPD NAME

SKPD address

Fiscal year:

No. Receipt:

RECEIPT

Already received from : Expenditure Treasurer/Assistant Expenditure Treasurer
As big as : Rp.....
Including Rupiah :
For expenses : Official travel costs in order to carry out activities
.....
with details:
1. daily money: IDR
2. transportation costs: Rp
3. Lodging costs: IDR
4. official travel representation fee: Rp.
5. taxi cost: Rp

Sukoharjo, 20.....
Recipient



signed

(business traveler)

Approve

Budget User/Authorized Budget User,

signed

Name

Expenditure Treasurer/Treasurer
Maid Expenditures,

signed

Name

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX VIII
SUKOHARJO REGENCY REGULATIONS
NUMBER 49 OF 2023
ABOUT
IMPLEMENTATION PROCEDURES AND
TRAVEL RESPONSIBILITY
SERVICE

INTEGRITY PACT FORMAT
SUKOHARJO REGENCY GOVERNMENT
SKPD NAME
SKPD address

INTEGRITY PACT

OFFICIAL TRAVEL OF THE LEADER AND MEMBERS OF THE BOARD OF REPRESENTATIVES
REGIONAL PEOPLE OF SUKOHARJO DISTRICT

The undersigned below:

Name :
Place and date of birth :
VIN :
Position :
Address :

Hereby declare:

- 1) that I will carry out official travel assignments according to Assignment Letter number date
..... in order to carry out activities to from
date to
- 2) that I am willing to be responsible for the implementation of the official trip to the provider
duties and account for official travel costs to the Budget/Authorized User
Budget Users no later than 5 (five) working days after the official trip
held;
- 3) that I am willing to return/deposit excess business travel costs if
the official travel expenses paid to me exceed the official travel expenses
should be held accountable in accordance with the provisions of statutory regulations
applies.

Thus, I make this statement consciously and without any coercion from anyone
even. If in the future there are errors and/or irregularities, I am willing to be sued
in accordance with applicable law.

Sukoharjo,
20.....

Official Travel Executor



REGENT SUKOHARJO,

signed.

ETIK SURYANI