



COPY

REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
SUKOHARJO REGENCY REGULATIONS
NUMBER 4 YEAR 2024

ABOUT

AMENDMENT TO REGENT REGULATION NUMBER 49
2023 CONCERNING IMPLEMENTATION PROCEDURES
AND ACCOUNTABILITY
OFFICIAL TRAVEL

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Considering: a. that the organization of official travel must be carried out based on the principles of accountability, efficiency, economy, effectiveness, transparency and responsibility;

b. that with the stipulation of Presidential Regulation Number 53 of 2023 concerning Amendments to Presidential Regulation Number 33 of 2020 concerning Regional Unit Price Standards, it is necessary to have regulations regarding procedures for implementing and being accountable for Official Travel;

c. that to support the implementation of Domestic Official Travel, there are provisions regarding implementation time, authority to sign the Letter of Assignment and for the components of official travel costs, adjustments need to be made regarding the procedures for implementing and accounting for official travel;

d. that based on the considerations as intended in letters a, b, and c, Regent Regulation Number 49 of 2023 concerning Procedures for Implementing and Accounting for Official Travel needs to be amended;

e. that based on the considerations as intended in letters a, b, c, and d, it is necessary to stipulate a Regent's Regulation concerning Amendments to Regent's Regulation Number 49 of 2023 concerning Procedures for Implementing and Accounting for Official Travel;

Remember : 1. Article 18 Paragraph (6) of the 1945 Constitution of the Republic of Indonesia;

2. 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 Regions within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);

3. 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 State Gazette of the Republic of Indonesia Number 6856);

4. Law Number 11 of 2023 concerning Central Java Province (State Gazette of the Republic of Indonesia of 2023 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 6867);

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 Republic of Indonesia Year 2023 Number 112);

7. 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:

To stipulate: REGENT'S REGULATION CONCERNING AMENDMENTS TO REGENT'S REGULATION NUMBER 49 OF 2023 CONCERNING PROCEDURES FOR IMPLEMENTING AND ACCOUNTABILITY FOR OFFICIAL TRAVEL.

Article I

Several provisions in Sukoharjo Regent Regulation Number 49 of 2023 concerning Implementation Procedures and Official Travel Accountability (Regional News Sukoharjo Regency Year 2023 Number 51) is amended as follows:

1. The provisions of Article 1 are amended to read as follows following:

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 is the supporting element of the Regent and DPRD in administering 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. Budget User, hereinafter abbreviated as PA, is an official holding the authority to use the budget to carry out the main tasks and functions of the SKPD they lead.
18. Budget User Authority, hereinafter abbreviated to KPA, is an official who is empowered to carry out some of the authority of budget users in carrying out some of the tasks and functions of Regional Apparatus.
19. 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.
20. Letter of Assignment, hereinafter abbreviated as ST, is an official document from a superior addressed to a subordinate containing orders to carry out work in accordance with their duties and functions.

21. ST implementers are the Regent, Deputy Regent, Leaders and Members of the DPRD, Forkopimda, Regional ASN Employees and Other Parties.
22. 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.
23. Mode of Transportation is a means of transportation used in carrying out Business Trips.
24. Transport costs are the costs required to go and return from the domicile to the destination as evidenced by tickets or kilometers.
25. Lumpsum is an amount of money that has been calculated in advance (pre-calculated amount) and paid all at once.
26. At Cost is accountability for implementation costs in accordance with actual costs based on existing evidence of expenditure (real costs).
27. 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. .
28. Official vehicles are vehicles owned by the Government
Areas used only for official purposes consist of individual official vehicles, operational service vehicles/office service vehicles, and special/field service vehicles.
29. Public or other vehicles are vehicles other than operational service vehicles/office service vehicles.
30. The destination is the place/city/agency/unit that is the destination of the official trip.
31. 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 an Official Travel, the amount of which is in accordance with the standard Official Travel costs.

2. The provisions of paragraph (1) and paragraph (3) of Article 5 are amended to read as follows:

Article 5

- (1) Domestic Official Travel as intended in Article 3 paragraph (3), for State Officials, Officials Regions, DPRD Leaders and Members, ASN Employees and When carrying out an official trip, other parties must be given:
- a. ST; And
 - b. SPD.
- (2) ST as intended in paragraph (1) letter a is implemented with the following provisions:
- a. Regent, Deputy Regent, and Head of Regional Apparatus and/or Echelon II Officials signed by the Regent;
 - b. Leaders and Members of DPRD signed by
Chairman of parliament; And
 - c. Echelon III officials and below or equivalent and other parties are signed by the Head of Regional Apparatus, while the Regional Secretariat can be delegated to the Assistant Regional Secretary.
- (3) The authority to sign the ST as intended in paragraph (2) letter a for Heads of Regional Apparatus and/or Echelon II Officials can be delegated to the Regional Secretary or Assistant Regional Secretary, while for Regional Apparatus who have Work Units it can be delegated to the Head of the Work Unit.
- (4) The SPD as intended in paragraph (1) letter b is a document issued by PA/KPA.
Which

3. The provisions of paragraph (2) of Article 7 are amended to read as follows:

Article 7

- (1) The level of official travel costs for DPRD leaders is equal to official travel costs
Regent/Echelon I official, while cost level
DPRD members' official travel is equivalent to that of Echelon II officials
- (2) Equalization of the level of official travel costs for parties Others 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 ASN employees are equivalent to travel
Class II ASN Employee Service.

4. The provisions of Article 12 are amended to read as follows following:

Article 12

Official Travel Expenses for Positions as intended in Article 3 paragraph (3) which use Official Vehicles to receive fuel oil.

5. The provisions of paragraph (1) of Article 17 are amended to read as follows:

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, obtain: 1. fuel oil; 2. daily money;

3. Toll rates are taken from transportation costs *at cost*;

4. representation

money; 5. accommodation 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. Service vehicles, get: a) fuel oil; b)

daily allowance for business

trips within the city of 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 of 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. Service

Vehicle, get:

a) fuel oil; 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.

6. The provisions in Appendix V of Regent's Regulation Number 49 of 2023 concerning Procedures for Implementing and Accounting for Official Travel are amended so that they are as stated in Appendix V which is an inseparable part of this Regent's Regulation.

7. The provisions in Attachment VI to Regent's Regulation Number 49 of 2023 concerning Procedures for Implementing and Accounting for Official Travel are amended so that they are as stated in Attachment VI which is an inseparable part of this Regent's Regulation.

Article II

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 Sukoharjo Regency Regional Gazette.

Set in Sukoharjo
on March 7, 2024

REGENT SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo
on March 7, 2024

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed.

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2024 NUMBER 4

The copy corresponds to the original
HEAD OF LEGAL SECTION,

TEGUH PRAMONO, SH, MH

Level I Supervisor
NIP. 19710429 199803 1 003

APPENDIX V
SUKOHARJO REGENCY REGULATIONS
NUMBER 4 YEAR 2024
ABOUT
AMENDMENT TO REGENT REGULATION NUMBER
49 OF 2023 CONCERNING PROCEDURES
IMPLEMENTATION AND RESPONSIBILITY
OFFICIAL TRAVEL

FORMAT OF ASSIGNMENT LETTER
SUKOHARJO REGENCY GOVERNMENT
SKPD NAME
SKPD ADDRESS

LETTER OF ASSIGNMENT

Number 1)

- Basics: 1. (2)
2. (3)
3. (4)

The undersigned below :

Name : (5)

NIP : (6)

Rank/Goals..... (7)

Position : (8)

I hereby assign the following:

Name : (9)

NIP : (10)

Rank/Goals : (11)

Position : (12)

For: 1. (13)

2.

3.

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

Issued in (14)

15th)

Head of Regional Apparatus/Authorized
Official

(Name) (16)

(Rank (17)

NIP. (18)

INSTRUCTIONS FOR COMPLETING THE LETTER OF ASSIGNMENT (ST) FORMAT

- [1]. Fill in the Assignment Letter number
- [2]. Fill in the legal basis for Presidential Regulation Number 33 of 2020 concerning Regional Unit Price Standards as amended by Presidential Regulation Number 53 of 2023 concerning Amendments to Presidential Regulation Number 33 of 2020 concerning Regional Unit Price Standards
- [3]. Fill in the legal basis for Regent Regulation Number 49 of 2023 concerning Procedures for Implementing and Accounting for Official Travel as amended by Regent Regulation Number 4 of 2024 concerning amendments to Regent Regulation Number 49 of 2023 concerning Procedures for Implementing and Accounting for Official Travel
- [4]. Fill in the disposition/invitation/...
- [5]. Fill in the name of the Head of Device/authorized official who assigned the assignment
- [6]. Fill in the NIP of the Head of Device/authorized official who assigned the assignment
- [7]. Fill in the rank/goal of the head of the device/authorized official assign
- [8]. Filled with the position of Head of Device/authorized official assign
- [9]. Fill in the name of the assigned employee
- [10]. Fill in the NIP of the assigned employee
- [11]. Fill in the rank/goal of the assigned employee
- [12]. Fill in the position of assigned employee
- [13]. Filled with assignment requirements
- [14]. Fill in the location where the ST was issued
- [15]. Fill in the date the ST was issued
- [16]. Fill in the name of the Head of Device/authorized official
- [17]. Fill in the NIP of the Head of Device/authorized Official
- [18]. Filled with the rank/goal of the head of the device/authorized official

REGENT SUKOHARJO,

signed.

ETIK SURYANI

APPENDIX VI
 SUKOHARJO REGENCY REGULATIONS
 NUMBER 4 YEAR 2024
 ABOUT
 AMENDMENT TO REGENT REGULATION NUMBER
 49 OF 2023 CONCERNING PROCEDURES
 IMPLEMENTATION AND RESPONSIBILITY
 OFFICIAL TRAVEL

OFFICIAL TRAVEL LETTER FORMAT
 SUKOHARJO REGENCY GOVERNMENT
 SKPD NAME
 SKPD ADDRESS

Sheet to: (1)
 Code No. : (2)
 Number: {manuscript_number} (3)

OFFICIAL TRAVEL LETTER (SPD)

1.	Budget User/User Power Budget (4)	
2.	Name/NIP of the employee carrying out the official trip (5)	
3.	a. Rank and Group b. Position/ Agency c. Level of Business Travel Expenses	a. (6) b. (7) c. (8)	
4.	Purpose of Business Trip (9)	
5.	The means of transportation used (10)	
6.	a. Place of departure b. Destination (11) (12)	
7.	a. Length of business trip b. Departure date c. Date you must return/arrive at the new place*) (13) (14) (15)	
8.	Follower: Name	NIP/NIPPPK/Date of Birth	Information
	1..... (16) 2. 3. Etc. (19) (17) (18)
9.	Budget burden		
	a. SKPD (20)	
	b. Account Code (21)	
10.	Other information (22)	

Issued in..... (23)
 Date..... (24)
 Budget User/User Power
 Budget
 (.....) (25)
 NIP (26)

INSTRUCTIONS FOR COMPLETING THE SERVICE TRAVEL LETTER (SPD) FORMAT

[1]. How many sheets to fill in [2].

Fill in code number [3]. Fill

in the manuscript number [4].

Fill in the Budget User Name/Budget User Power [5]. Fill in the Name/Nip of the employee carrying out the official trip [6]. Fill in rank and class [7]. Filled with position/agency [8]. Fill in the level of official

travel expenses [9]. Fill in the

purpose of the business trip [10]. Fill in the means

of transport used [11]. Fill in the place of

departure [12]. Fill in the destination [13]. Fill in the

length of the official trip [14]. Fill in

the date of departure [15]. Fill

in the date you must return. /arrives at a new

place [16]. Fill in the name of the

follower [17]. Fill in the follower's NIP/NIPPPK/Date of Birth [18]. Fill

in the follower's information [19].

Fill in the name of the follower, if there are more than 5

followers, made in a separate sheet

signed by Budget User/Budget User Authorization

[20]. Fill in the name of the

SKPD [21]. Fill in the account

code [22]. Fill in other information [23].

Fill in the place where the SPD was issued [24].

Fill in the date the SPD was issued [25]. Fill in the

name of the Budget User/Authorized User. Budget [26]. Fill in the Budget User NIP/

Budget User Authorization

		I. Departure from : (1) (Position) To : (2) On Head Date : (3) As Technical Implementation Officer for Activities (.....) (4) NIP
II	Arrive : (5) Arrived : On (6) On Date : Head Head : (.....) (7) NIP	(.....) NIP
III	Arrive : Arrived : On On Date : Head Head : (.....) NIP	(.....) NIP
IV Arrives	: Arrive : On : On Date : Head Head : (.....) NIP	(.....) NIP
V Arrived	: Arrived : On On Date : Head Head : (.....) NIP	(.....) NIP
VI Arrived	: (Sukoharjo) : On (8) User : Budget/Authorization Budget Users (.....) (9) NIP	It 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.
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 suffers a loss as a result of errors, omissions and negligence.	

INSTRUCTIONS FOR COMPLETING THE FORMAT
OFFICIAL TRAVEL LETTER (SPD) PAGE TWO

[1]. Filled in position

[2]. Fill in the departure date

[3]. Fill in the destination

[4]. Fill in the name of the Technical Implementing Officer for the Activity

[5]. Fill in the place of arrival

[6]. Fill in the arrival date [7].

Fill in the Head of the Agency/Authorized Official and the NIP of the Head of the Agency/Authorized Official

[8]. Fill in the return date

[9]. Fill in the Name of the Budget User/Authorized Budget User and the NIP of the Budget User/
Authorized Budget User

REGENT SUKOHARJO,

signed.

ETIK SURYANI