

THE REGENT OF SUKOHARJO  
CENTRAL JAVA PROVINCE  
REGULATION OF THE REGENT OF SUKOHARJO  
NUMBER 4 OF 2024

ON  
AMENDMENT TO THE REGULATION OF THE  
REGENT NUMBER 49 OF 2023 ON THE  
PROCEDURES FOR IMPLEMENTATION AND  
ACCOUNTABILITY OF OFFICIAL TRAVEL

BY THE GRACE OF GOD ALMIGHTY  
THE REGENT OF SUKOHARJO,

- Considering :
- a. that the implementation of Official Travel must be conducted based on the principles of accountability, efficiency, economy, effectiveness, transparency, and responsibility;
  - b. that with the enactment of Presidential Regulation Number 53 of 2023 concerning Amendments to Presidential Regulation Number 33 of 2020 on Regional Standard Unit Costs, it is necessary to regulate the procedures for the implementation and accountability of Official Travel;
  - c. that to support the implementation of Domestic Official Travel, it is necessary to adjust the regulations concerning the time of implementation, authority for signing Assignment Letters, and the cost components of Official Duty Travel by revising the procedures for implementation and accountability of Official Travel;
  - d. that based on the considerations mentioned in letters a, b, and c, Regulation of the Regent Number 49 of 2023 concerning Procedures for Implementation and Accountability of Official Travel needs to be amended;
  - e. that based on the considerations mentioned in letters a, b, c, and d, it is necessary to stipulate a Regulation of the Regent concerning Amendments to the Regulation of the Regent Number 49 of 2023 on Procedures for Implementation and Accountability of Official Travel.

- Remembering :
1. Article 18 Paragraph (6) of the 1945 Constitution of the Republic of Indonesia;
  2. Law Number 13 of 1950 concerning the Establishment of Regencies in the Province of Central Java, as amended by Law Number 9 of 1965 concerning the Establishment of the Second-Level Region of Batang by Amending Law Number 13 of 1950 concerning the Establishment of Regencies in the Province of Central Java (State Gazette of

1965 Number 52, Supplement to the 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 the State Gazette of the Republic of Indonesia Number 5587), as amended several times, most recently by Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 on Job Creation into Law (State Gazette of the Republic of Indonesia of 2023 Number 41, Supplement to the 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 the 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 the State Gazette of the Republic of Indonesia Number 6322);
6. Presidential Regulation Number 33 of 2020 concerning Regional Standard Unit Costs (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 on Regional Standard Unit Costs (State Gazette of the Republic of Indonesia of 2023 Number 112);
7. Regional Regulation of Sukoharjo Regency Number 7 of 2021 concerning Regional Financial Management (Regional Gazette of Sukoharjo Regency of 2021 Number 7, Supplement to the Regional Gazette of Sukoharjo Regency Number 300);

#### DECIDES:

To stipulate : REGULATION OF THE REGENT CONCERNING AMENDMENTS TO THE REGULATION OF THE REGENT NUMBER 49 OF 2023 ON THE PROCEDURES FOR IMPLEMENTATION AND ACCOUNTABILITY OF OFFICIAL TRAVEL.

#### Article I

Several provisions in the Regulation of the Regent of Sukoharjo Number 49 of 2023 concerning the Procedures for Implementation and Accountability of Official Travel (Regional Gazette of Sukoharjo Regency of 2023 Number 51) are amended as follows:

1. The provision in Article 1 is amended to read as follows:

#### Article 1

In this Regulation of the Regent, the following definitions apply:

1. Region refers to Sukoharjo Regency.
2. Local Government refers to the Regent as the element of local government administration that leads the implementation of governmental affairs that are the authority of autonomous regions.
3. Regent refers to the Regent of Sukoharjo.
4. Vice Regent refers to the Vice Regent of Sukoharjo.
5. Regional People's Representative Council, hereinafter abbreviated as DPRD, refers to the regional people's

representative institution that serves as the element of local government administration.

6. DPRD Leadership refers to the Chairperson and Deputy Chairpersons of the Sukoharjo Regency DPRD.
7. DPRD Members refer to the members of the Sukoharjo Regency DPRD.
8. Regional Leadership Coordination Forum, hereinafter referred to as Forkopimda, refers to the Regional Leadership Coordination Forum consisting of the Vice Regent, Chairperson of DPRD, Chief of the Resort Police, Commander of Military District Command 0726, Head of the State Prosecutor's Office, Chairperson of the District Court, Commander of Mechanized Infantry Brigade 6/II Kostrad, Commander of Group 2 Kopassus, and Commander of Infantry Battalion 413 Kostrad.
9. Regional Apparatus refers to the elements assisting the Regent and DPRD in the implementation of governmental affairs that are the authority of the region.
10. Civil Servant Employees, hereinafter referred to as ASN Employees, refers to Civil Servants and government employees with work agreements who are appointed by the official in charge of personnel and entrusted with duties in a governmental position or other state duties and are paid according to prevailing regulations.
11. Other Parties refers to individuals other than the Regent, Vice Regent, DPRD Leadership, DPRD Members, Forkopimda, Regional Apparatus, and ASN Employees who have been designated by the authorized official.
12. Authorized Official refers to the Regent, Vice Regent, DPRD Leadership, Head of Regional Apparatus, as the official authorized by the authorized official to issue Assignment Letters for Official Travel.
13. Regional Finance refers to all the rights and obligations of the Region in the context of local government administration that can be valued in money, including all forms of wealth related to the rights and obligations of the Region.
14. Expenditure Treasurer refers to the official appointed to receive, store, disburse, manage, and account for funds for the purposes of regional expenditures in the implementation of the regional income and expenditure budget within the Regional Apparatus.
15. Domestic Official Travel refers to travel outside the place of duty within the territory of the Unitary State of the Republic of Indonesia for the interests of the Local Government.
16. Official Duty Travel refers to travel that crosses city borders and/or within the region from the place of duty to the destination, carrying out tasks, and returning to the original place of duty within the country.
17. Budget User, hereinafter abbreviated as PA, refers to the official responsible for 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 as KPA, refers to the official authorized to exercise part of the budget user's authority in carrying out certain tasks and functions of the Regional Apparatus.
19. The Technical Implementation Officer, hereinafter abbreviated as PPTK, refers to an official in the work unit of the Regional Apparatus who carries out one or several activities of a program in accordance with their area of responsibility.
20. The Assignment Letter, hereinafter abbreviated as ST, refers to an official document from a superior addressed to a subordinate containing an order to perform tasks in accordance with the duties and functions of the position.
21. The Implementers of the Assignment Letter are the Regent, Vice Regent, Leadership and Members of the DPRD, Forkopimda, Regional ASN Employees, and Other Parties.
22. The Official Travel Letter, hereinafter abbreviated as SPD, refers to a document issued by a State Official, Budget User, or Budget User Authority in connection with the implementation of Official Travel for State Officials, ASN Employees, Non-Permanent Employees, and Other Parties.
23. The Mode of Transportation refers to the means of transport used in the implementation of Official Travel.
24. Transportation Costs refer to the expenses required for traveling to and from the place of duty to the destination, proven by tickets or kilometers.
25. Lumpsum refers to an amount of money that has been pre-calculated and is paid all at once.
26. At Cost refers to the accountability of implementation expenses based on the actual costs incurred, as evidenced by existing expenditure receipts (real costs).
27. Domestic Official Travel Daily Allowance, hereinafter referred to as Daily Allowance, is the reimbursement of daily expenses for state officials, regional officials, ASN employees, and other parties while carrying out Official Travel Orders within the country, covering pocket money, local transportation, and meal allowances.
28. Official Vehicles are government-owned vehicles used solely for official purposes, consisting of individual official vehicles, operational/position official vehicles, and special/field official vehicles.
29. Public or other vehicles refer to vehicles other than operational/position official vehicles.
30. Destination refers to the place/city/institution/unit that serves as the objective of the Official Travel.
31. Official Travel Expenses are sums of money provided to the Regent, Deputy Regent, Leaders and Members of the Regional House of Representatives (DPRD), Regional Leadership Coordination Forum (Forkopimda), ASN Regional Employees, and other parties as costs for implementing Official Travel, the amounts of which are in accordance with the Official Travel cost standards.

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

Article 5

- (1) Domestic Official Travel as referred to in Article 3, paragraph (3), for State Officials, Regional Officials, Leaders and Members of the Regional House of Representatives (DPRD), ASN Employees, and Other Parties in carrying out Official Travel must be granted:
    - a. ST; and
    - b. SPD.
  - (2) The Travel Order (ST) as referred to in paragraph (1) letter a shall be issued with the following provisions:
    - a. For the Regent, Deputy Regent, Heads of Regional Agencies, and/or Echelon II Officials, the Travel Order is signed by the Regent;
    - b. For the Leaders and Members of the Regional House of Representatives (DPRD), the Travel Order is signed by the Chairperson of the DPRD; and
    - c. For Echelon III Officials or lower ranks, or their equivalents, as well as Other Parties, the Travel Order is signed by the Head of the Regional Agency. However, for the Regional Secretariat, it may be delegated to the Assistant to the Regional Secretary.
  - (3) The authority to sign the Travel Order (ST) as referred to in paragraph (2) letter a for Heads of Regional Agencies and/or Echelon II Officials may be delegated to the Regional Secretary or the Assistant to the Regional Secretary. For Regional Agencies with Work Units, it may be further delegated to the Head of the Work Unit.
  - (4) The Official Travel Document (SPD) as referred to in paragraph (1) letter b is a document issued by the Budget User (PA) or Proxy of the Budget User (KPA).
3. Provisions of paragraph (2) of Article 7 are amended to read as follows:

Article 7

- (1) The level of Official Travel Expenses for Leaders of the Regional House of Representatives (DPRD) is equated with the Official Travel Expenses of the Regent/Echelon I officials, while the level of Official Travel Expenses for Members of the DPRD is equated with Echelon II officials.
- (2) The equivalence of Official Travel Expense levels for Other Parties is determined as follows:
  - a. The chairperson of the family welfare movement program team is equated with the Official Travel Expenses of Echelon II officials;
  - b. Employees of village-owned enterprises, village heads, community leaders, and community members are equated with the Official Travel Expenses of ASN employees in Grade III; and
  - c. Non-ASN employees are equated with the Official Travel Expenses of ASN employees in Grade II.

4. Provisions of Article 12 are amended to read as follows:

Article 12

Official Travel Expenses as referred to in Article 3, paragraph (3), which use official vehicles are entitled to fuel.

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

Article 17

- (1) Official Travel Expenses that involve intercity travel as referred to in Article 3, paragraph (3), letter a, include the following:
- a. When using Official Vehicles, the entitlements are:
    - a. Kendaraa Dinas, mendapatkan:
      1. Fuel;
      2. Daily allowance;
      3. Toll fees covered under transportation costs on an at cost basis;
      4. Representation allowance;
      5. Accommodation expenses on an at cost basis; and/or
      6. Health test expenses.
    - b. When using Public or Other Vehicles, the entitlements are:
      1. Out-of-town Daily Official Travel Allowance;
      2. Toll fees and/or transportation costs on an at cost basis;
      3. Representation allowance;
      4. Accommodation expenses on an at cost basis; and/or
      5. Health test expenses.
- (2) Official Travel Expenses for intra-city travel as referred to in Article 3, paragraph (3), letter b, consist of:
- a. For intra-city Official Travel lasting more than 8 (eight) hours:
    1. When using Official Vehicles, the entitlements are:
      - a) Fuel;
      - b) Intra-city Daily Official Travel Allowance for more than 8 (eight) hours;
      - c) Representation allowance; and/or
      - d) Health test expenses.
    2. When using Public or Other Vehicles, the entitlements are:
      - a) Intra-city Daily Official Travel Allowance for more than 8 (eight) hours;
      - b) Representation allowance; and/or
      - c) Health test expenses.
  - b. For intra-city Official Travel lasting up to 8 (eight) hours:
    1. When using Official Vehicles, the entitlements are:
      - a) Fuel; and/or
      - b) Fuel; and/or
    2. When using Public or Other Vehicles, the entitlements are:
      - a) Intra-city Daily Official Travel Allowance for up to 8 (eight) hours; and/or
      - b) Health test expenses.
3. The provisions in Annex V of the Regent's Regulation Number 49 of 2023 regarding the Procedures for the Implementation and Accountability of Official Travel are amended to be as stated in Annex V, which is an integral part of this Regent's Regulation.
4. The provisions in Annex VI of the Regent's Regulation Number 49 of 2023 regarding the Procedures for the Implementation and Accountability of Official Travel are amended to be as stated in Annex VI, which is an integral part of this Regent's Regulation.

Article II

This Regent's Regulation shall come into effect on the date of its promulgation.

In order for everyone to be informed, the promulgation of this Regent's Regulation is ordered by placing it in the Official Gazette of Sukoharjo Regency.

Enacted in Sukoharjo on  
March 7, 2024

REGENT OF SUKOHARJO,

signed.

ETIK SURYANI

Promulgated in Sukoharjo  
on March 7, 2024

REGIONAL SECRETARY  
OF SUKOHARJO  
REGENCY,

signed.

WIDODO

OFFICIAL GAZETTE OF SUKOHARJO  
REGENCY YEAR 2024 NUMBER 4

