

REGENT OF SUKOHARJO
CENTRAL JAVA PROVINCE
REGENT REGULATION OF SUKOHARJO
NUMBER 52 OF 2024

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

BY THE GRACE OF GOD ALMIGHTY REGENT
OF SUKOHARJO,

Considering :

- a. that the implementation of official travel must be carried out in an accountable, efficient, economical, effective, transparent, and responsible manner based on Pancasila and the 1945 Constitution of the Republic of Indonesia;
- b. that the Government of Sukoharjo Regency must base the implementation of official travel on considerations of necessity, propriety, and reasonableness;
- c. that the Regent's Regulation Number 49 of 2023 concerning Procedures and Accountability of Official Travel, as amended by Regent's Regulation Number 4 of 2024 regarding the Amendment of Regent's Regulation Number 49 of 2023, needs to be adjusted with regard to the implementation procedures and accountability of official travel for the leadership and members of the Regional People's Representative Council (DPRD), which requires modification;
- d. that based on the considerations referred to in points a, b, and c, it is necessary to establish a Regent's Regulation concerning the Second Amendment to Regent's Regulation Number 49 of 2023 regarding Procedures 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 Central Java Province, as amended by Law Number 9 of 1965 concerning the Establishment of the Batang Regency, which amended Law No. 13 of 1950;
3. Law Number 23 of 2014 concerning Regional Government, as amended several times, most recently by Law Number 6 of 2023 concerning the Enactment of Government Regulation in Lieu of Law Number 2 of 2022 on Job Creation;
4. Law Number 11 of 2023 concerning Central Java Province;
5. Regent's Regulation Number 49 of 2023 concerning Procedures and Accountability of Official Travel (Sukoharjo Regency News 2023, Number 51), as amended by Regent's Regulation Number 4 of 2024 regarding the Amendment of Regent's Regulation Number 49 of 2023 (Sukoharjo Regency News 2024, Number 4);

DECIDES:

To Establish :

REGULATION OF THE REGENT CONCERNING THE SECOND AMENDMENT TO REGULATION OF THE REGENT NUMBER 49 OF 2023 ON THE PROCEDURES AND ACCOUNTABILITY OF OFFICIAL TRAVEL.

Article I

Several provisions in Regent's Regulation Number 49 of 2023 concerning the Procedures and Accountability of Official Travel (Sukoharjo Regency News 2023, Number 51), as amended by Regent's Regulation Number 4 of 2024, are amended as follows:

1. The provision of Article 1 Number 27 is deleted, and Article 1 now reads as follows:

Article 1

1. The Region is Sukoharjo Regency.
2. A State Official is the President, Vice President, Ministers, and equivalent officials, Governors, Vice Governors, Regents, Vice Regents, Mayors, and Deputy Mayors.
3. A Regional Official is the Leadership and Members of the DPRD.
4. Local Government is the Regent, who is the government organizer heading the implementation of governmental affairs that are the authority of autonomous regions.
5. The Regent is the Regent of Sukoharjo.
6. The Vice Regent is the Vice Regent of Sukoharjo.
7. The Regional People's Representative Council, abbreviated as DPRD, is the legislative body at the regional level that is an element of the local government.
8. The Leadership of the DPRD is the Chair and Vice-Chairs of the DPRD of Sukoharjo Regency.
9. Members of the DPRD are the Members of the DPRD of Sukoharjo Regency.
10. The Regional Leadership Coordination Forum, abbreviated as Forkopimda, is a forum consisting of the Vice Regent, Chair of the DPRD, Head of Police Resort, Commander of Military District Command 0726, Head of the District Attorney's Office, Chief Judge of the District Court, and other senior officials.
11. Regional Apparatus is the supporting element of the Regent and DPRD in carrying out governmental affairs within the authority of the region.
12. State Civil Apparatus, abbreviated as ASN, refers to civil servants and government employees under a work agreement who are appointed by authorized personnel and tasked with a position in the government.
13. Other Parties refer to persons other than the Regent, Vice Regent, DPRD Leadership, DPRD Members, Forkopimda, Regional Apparatus, and ASN who are designated by the authorized officials.
14. Authorized Officials refer to the Regent, Vice Regent, DPRD Leadership, Head of Regional Apparatus who is authorized to issue official travel orders.
15. Regional Finance refers to all rights and obligations of the region related to the local government, which can be measured in money.

16. Expenditure Treasurer refers to an official appointed to receive, store, disburse, record, and account for funds for local government expenditures in the implementation of the local budget in the Regional Apparatus.
17. Domestic Official Travel refers to travel outside the place of residence within the territory of the Unitary State of the Republic of Indonesia for the purposes of local government.
18. Official Travel refers to travel beyond the city limits and/or within the region from the place of residence to the destination for carrying out official duties and returning to the original place of residence within the country.
19. Budget User, abbreviated as PA, refers to the official responsible for the authority to use the budget to carry out the main duties and functions of the government agency it leads.
20. Budget User Power, abbreviated as KPA, refers to the official delegated to exercise part of the budget user's authority in carrying out some tasks and functions of the regional apparatus.
21. Technical Implementing Officer, abbreviated as PPTK, refers to an official in the unit within the regional apparatus who carries out one or more activities from a program in accordance with their responsibilities.
22. Official Travel Order, abbreviated as ST, is a document issued by a superior to a subordinate instructing them to carry out a task in accordance with their duties and responsibilities, in the format as outlined in Annex V, which forms an inseparable part of this Regulation.
23. Official Travel Execution refers to the Regent, Vice Regent, DPRD Leadership, DPRD Members, Forkopimda, ASN, and other authorized parties.
24. Official Travel Letter, abbreviated as SPD, is a document issued by a State Official, Budget User, or Budget User Power for the implementation of official travel for State Officials, ASN, Non-Permanent Employees, and other parties.
25. Transportation Mode refers to the means of transportation used for official travel.
26. Transport Costs refers to the costs required to travel to and from the destination from the place of residence, supported by tickets or mileage.
27. Deleted
28. At Cost refers to the accountability for expenses based on the actual cost incurred, supported by valid expenditure receipts (actual costs).
29. Daily Allowance for Domestic Official Travel, referred to as Daily Allowance, is the reimbursement for daily expenses of state officials, regional officials, ASN, and other parties while on official travel within the country, covering allowances for meals, local transportation, and pocket money.
30. Official Vehicle refers to vehicles owned by the local government and used solely for official purposes, which includes personal vehicles, operational vehicles, and special vehicles.
31. Public or Other Vehicles refers to vehicles other than operational vehicles or official vehicles.
32. Destination refers to the place, city, institution, or organization that is the goal of official travel.
33. Official Travel Expenses refers to the amount of money provided to the Regent, Vice Regent, DPRD Leadership and Members, Forkopimda, ASN, and other parties to cover expenses in connection

with the official travel, the amount of which is in accordance with the standard costs for official travel.

2. The provision in paragraph (4) of Article 6 is amended to read as follows:

Article 6

(1) The components of the Official Travel Expenses for Officials include:

- a. Daily Allowance;
- b. Transport Costs;
- c. Accommodation expenses;
- d. Representation allowance for official travel.

(2) In addition to the Transport Costs referred to in paragraph (1) letter b, taxi fare will be provided for official travel.

(3) The components of Official Travel Expenses for State Officials, Regional Officials, ASN, and other parties are based on the Regent's Regulation on unit price standards.

(4) The standard components of Official Travel Expenses for Officials, as referred to in paragraph (1), are regulated in the Regent's Regulation on unit price standards.

3. The provision of Article 7 is amended to read as follows:

Article 7

(1) The level of Official Travel Expenses for the DPRD Leadership is equated with the Official Travel Expenses for the Regent/Echelon I officials, while the level of Official Travel Expenses for DPRD Members is equated with Echelon II officials.

(2) Notwithstanding the provisions in paragraph (1), the representation allowance for official travel for the DPRD Leadership and Members is equated with the allowance for regional officials.

(3) The alignment of Official Travel Expenses for other parties is as follows:

- a. The head of the Family Welfare Program is equated with Echelon II officials' official travel;
- b. Employees of the village-owned enterprises, village heads/community figures/citizens are equated with ASN Echelon III officials' travel;
- c. Non-ASN employees are equated with ASN Echelon II officials' travel.

4. The provision of Article 8 is amended to read as follows:

Article 8

The accountability for Domestic Official Travel Expenses for the Regent/Vice Regent, DPRD Leadership and Members, Forkopimda, ASN, and other parties is conducted on an At Cost basis as regulated in the Regent's Regulation on unit price standards.

5. The provision of paragraph (2) of Article 9 is amended to read as follows:

Article 9

(1) The Daily Allowance for Domestic Official Travel, as referred to in Article 6 paragraph (1) letter a, is provided based on the days specified in the SPD, which is the maximum limit or in accordance with the available budget.

(2) The Daily Allowance referred to in paragraph (1) is paid on an At Cost basis and is the maximum limit as regulated in the Regent's Regulation on unit price standards.

6. The provision of paragraph (3) of Article 23 is amended and paragraphs (4), (6), and (7) are deleted, so Article 23 reads as follows:

Article 23

(1) State Officials, Regional Officials, DPRD Leadership and Members, Forkopimda, ASN, and other parties responsible for official travel are required to account for the implementation of official travel to the person who issued the travel order.

(2) The accountability for Official Travel Expenses must be submitted to the PA/KPA no later than 5 (five) working days after the official travel has been carried out.

(3) The accountability documents for the Official Travel Expenses for State Officials, Regional Officials, DPRD Leadership and Members, Forkopimda, ASN, and other parties, as referred to in paragraph (1), must include at least:

a. The signed official travel order (ST) issued by the superior, which includes the instruction to carry out tasks in accordance with the official duties, as specified in Annex V;

b. The signed SPD, including the signatures of the PA/KPA and officials at the official travel destination or relevant parties, as specified in Annex VI;

c. Air tickets, boarding passes, airport tax, tolls, and other transportation receipts;

d. A list of actual expenses;

e. Valid payment receipts for local transportation or vehicle rentals;

f. Hotel or accommodation receipts; and

g. A report on the official travel activities, including relevant documentation/photos.

(4) Deleted

(5) If transportation and/or accommodation receipts cannot be obtained, the accountability for the Official Travel Expenses may use a list of actual expenses.

(6) Deleted

(7) Deleted

(8) Accountability for official travel is carried out in accordance with applicable laws and regulations.

Article II

This Regent's Regulation shall come into effect on January 2, 2025. In order for everyone to be informed, the publication of this Regent's Regulation is ordered by placing it in the Official Gazette of Sukoharjo Regency.

Enacted in Sukoharjo on the
18th of Desember, 2024

REGENT OF SUKOHARJO, signed.

ETIK SURYANI

Promulgated in Sukoharjo
on the 18th of Desember, 2024

SECRETARY OF
THE SUKOHARJO REGENCY, signed.

WIDODO

REGIONAL GAZETTE OF SUKOHARJO REGENCY OF
2024 NUMBER 52