



NO	KENDALA SYSTEM TRAVEL	KETERANGAN
1	<p style="text-align: center;"><b>TICKET FORM</b> <b>No. 116/TKTD-HRD/I/2025</b></p> <p>Please order tickets as follows:</p> <p><b>Details of the ticket ordered:</b></p> <p><b>Passenger Information:</b></p> <p><b>Passenger 1:</b></p> <p>Passenger Name : Husein Hilmi</p> <p>Phone Number : '+62082284066153</p> <p>Gender : Male</p> <p>Destination : Batam (Hang Nadim) - Jakarta (Soekarno Hatta)</p> <p>Departure Date : 16 Jan 2025, 08:30 WIB </p> <p>Return Date : 18 Jan 2025, 16:35 WIB</p> <p>Ticket Type : Airplane</p> <p>Travel Type : <b>Round Trip</b></p> <p><b>Others:</b></p> <p>Company : THIP </p> <p>Cost Center : 0</p> <p>Ticket Status : <b>Approved</b></p>	<ul style="list-style-type: none"> <li>• Destination perlu ditambahkan di Return Date</li> <li>• Company name jangan Singkatan</li> <li>• Information yang diisi user di keterangan SPPD tidak ada di Form Tiket. Misal: Berangkat dengan (Citilink)</li> </ul>

#### 1. Remark : sudah di sesuaikan seperti gambar berikut

##### Passenger Information:

##### Passenger 1:

Passenger Name : Tinton Iskandar

Phone Number : '+62081312005272

Gender : Male

Destination : Jakarta (CGK) - Kuala Lumpur (KUL)

Departure Date : 20 Jan 2025, 09:15 WIB

Destination : Kuala Lumpur (KUL) - Jakarta (CGK)

Return Date : 31 Jan 2025, 15:00 WIB

Ticket Type : Airplane

Travel Type : **Round Trip**

Booking Notes : **Berangkat = Batik Malaysia CGK - KUL Pulang = Transnusa JHB - CGK**

##### Others:

No SPPD : 270/SPPD-HC/I/2025

Company : PT. Energi Unggul Persada

Cost Center : 0

Ticket Status : **Approved**

**Form Cash Advanced**  
**No. CA25000084**

**Employee Data:**  
 Name : Riki Aryandhi  
 NIK : 01115080004  
 Email : riki.aryandhi@kpn-corp.com  
 Account Details : Mandiri - 1570003229284 - RIKI ARYANDHI  
 Dept : WB Support (CRPERP\_PLTDWS\_BBWM\_WB)  
 PT/Location : RFI / Corporate Gama Tower


**CA Submission Details:**  
 No SPPD : 172/SPPD-HC/I/2025  
 Costing Company : PT. Patiware (PTW)  
 Location : POM Patiware  
 Start Date : 15-Jan-25 to 09-Feb-25 (25 days)  
 CA Estimated Settlement : 12-Feb-25  
 Purpose : Project Autonomous Weighbridge System & Site Visit All Mill Kalbar

Detail Cash Advanced :		
Types of Cash Advanced	Estimate	
	Total Days	Amount
Allowance	26 Days	Rp. 1.040.000
Transport	-	Rp. 6.700.000
Accommodation	-	Rp. 0
Others	-	Rp. 3.580.000
Total		Rp. 11.320.000



Submitted By
User
Riki Aryandhi
2025-01-13 10:13:24



Approval					
Approval 1	Approval 2	Approval 3	Dept Head HC GA	Dept Head AR & AP	CFO
					
Firdiansyah 2025-01-13 10:17:58	Hendra Wijaya 2025-01-13 13:45:42	Moch Arik Rifai Date :	Kurnia Pratama Halim Date :	Lie Na Junus Date :	Cenny Cuang Date :

- Belum ada tagging tambahan Uang makan. Karna Corporate menggunakan CP PDJJ terdapat uang Saku + Uang Makan.
- Ada Kesalahan matrix dalam approval team ERP, untuk ERP Division Head yg benar adalah Bapak Frans Albert

2. Remark : Untuk Approval 3 disini hanya akan muncul untuk directur unit di Plantation (Pak Patrick, Bu Cenny, Bu Bia) karena menyangkut dengan SOP approval di BU Plantations, sehingga di Corporate kita saat ini dihilangkan Uang makan sudah ditambahkan seperti gambar berikut :

**CA Submission Details:**

No SPPD : 258/SPPD-HC/I/2025  
 Costing Company : PT. Jatimjaya Perkasa (JJP)  
 Location : Kebun JJP 1  
 Start Date : 27-Jan-25 to 28-Jan-25 (1 days)  
 CA Date Required : 27-Jan-25  
 CA Estimated Settlement : 31-Jan-25  
 Purpose : test

Detail Cash Advanced :		
Types of Cash Advanced	Estimate	
	Total Days	Amount
Allowance	2 Days	Rp. 80.000
Meals	-	Rp. 150.000
Transport	-	Rp. 100.000
Accommodation	1 Night	Rp. 250.000
Others	-	Rp. 500.000
Total		Rp. 1.080.000

**Form Cash Advanced**  
**No. CA25000051**

**Employee Data:**



Name : Chandra Reynaldo  
 NIK : 01115110006  
 Email : chandra.reynaldo@kpn-corp.com  
 Account Details : BNI - 0416178459 - bpk CHANDRA REYNALDO  
 Dept : Auditor (Cement & Property) (CRPIA\_CEP)  
 PT/Location : CG / Corporate Gama Tower

**CA Submission Details:**

No SPPD : 102/SPPD-HC/I/2025  
 Costing Company : PT. Cemindo Gemilang, Tbk (CG)  
 Location : Plant Gresik  
 Start Date : 21-Jan-25 to 24-Jan-25 (3 days)  
 CA Estimated Settlement : 29-Jan-25  
 Purpose : General Review Audit Plant Gresik

Detail Cash Advanced :		
Types of Cash Advanced	Estimate	
	Total Days	Amount
Allowance	-	Rp. 0
Transport	-	Rp. 700.000
Accommodation	-	Rp. 0
Others	-	Rp. 1.800.000
Total		Rp. 2.500.000

Submitted By
User
Chandra Reynaldo
2025-01-09 10:03:58

Approval	
Approval 1	Approval 2
 <b>APPROVED</b> Anthoni Simamora 2025-01-09 17:02:25	 <b>APPROVED</b> Brian J. Chen 2025-01-09 17:26:55

- Penambahan Cost Centre yg bisa diisi manual. Untuk BU CG
- Tambahan kotak approval untuk GA Approve. Atau bisa disesuaikan dengan Plantation. Tapi hanya sampai dengan GA Manager

### 3. Remark : Cost Centre dan penambahan approval GA sudah ditambahkan

No SPPD : 282/SPPD-HC/I/2025  
 Costing Company : PT. Cemindo Gemilang, Tbk (CG)  
 Location : Plant Bayah  
 Start Date : 20-Jan-25 to 21-Jan-25 (1 days)  
 CA Date Required : 20-Jan-25  
 CA Estimated Settlement : 24-Jan-25  
 Purpose : test

Detail Cash Advanced :		
Types of Cash Advanced	Estimate	
	Total Days	Amount
Allowance	2 Days	Rp. 80.000
Meals	-	Rp. 0
Transport	-	Rp. 0
Accommodation	-	Rp. 0
Others	-	Rp. 0
Total		Rp. 80.000

Submitted By
User
Erlton Latti Dewa
2025-01-17 16:23:27

Approval		
Approval 1	Approval 2	Dept Head HC GA
Rolles Herwin Sihombing	Budi Setiono	Kurnia Pratama Halim
Date :	Date :	Date :

4

Gender (Jenis Kelamin)  
Male/Laki-Laki

Pendidikan  
N/A

**Salary Payment**

Account Number (Nomor Akun Bank)	Bank Name (Nama Bank)	Account Name (Nama Pemilik Rekening)
1050011601493	Mandiri	N/A

- User sering kali eror untuk input Darwin, permasalahannya karna tidak lengkap pada nama di nomor Rekening

4. Remark : untuk case ini masih proses untuk dilengkapi

5.

**Form Cash Advanced**  
**No. CA25000027**

**Employee Data:**  
Name : Andri Susano  
NIK : 01120110005  
Email : andri.susano@kpnplantation.com  
Account Details : BNI - 0208698667 - Andri Susano  
Dept : Litigation (CRPLGL\_LGT)  
PT/Location : THIP / Corporate Gama Tower

**CA Submission Details:**  
No SPPD : 070/SPPD-HC/I/2025  
Costing Company : PT. Putra Lirik Domas (PLD)  
Location : Kebun PLD 1  
Start Date : 08-Jan-25 to 09-Jan-25 (1 days)  
CA Estimated Settlement : 14-Jan-25  
Purpose : Dinas

**Detail Cash Advanced :**

Types of Cash Advanced	Estimate	
	Total Days	Amount
Allowance	-	Rp. 0
Transport	-	Rp. 4.000.000
Accommodation	-	Rp. 0
Others	-	Rp. 0
<b>Total</b>		<b>Rp. 4.000.000</b>

**Submitted By**  
User  
  
Andri Susano  
2025-01-07 16:18:06

**Approval**

Approval 1	Approval 2	Dept Head HC GA	Dept Head AR & AP	CFO
Djuaman Lie	Hendri Saksti	Kurnia Pratama Halim	Lie Na Junus	Cenny Cuang
2025-01-09 09:22:02	Date :	Date :	Date :	Date :

- Permasalahan dalam Approval Legal Head yang akan dinas. Sesuai dengan konfirmasi dari Bapak Djuaman untuk approval pak Riki Sindunata perlu dilibatkan terkait dinas team Legal. Approval 1 Bapak Riki S dan Approval Bapak Djuaman Lie

5. Remark : Approval ini merujuk pada STO yg ada di Darwin, jika Pak Riki diharuskan melakukan approval di system artinya STO nya perlu disesuaikan

6	<p style="text-align: center;"><b>TAXI VOUCHER FORM</b> <b>No. 173/SPPD-HC/II/2025</b></p> <p><b>Identitas Pengaju:</b>  Name : Muhamad Arijal  Position : WB Functional (CRP_DES13)  Unit : WB Support (CRPERP_PLTDWS_BBWM_WB)</p> <p><b>Detail Voucher:</b>  Nominal Voucher : Rp 500.000  Needs : Implementasi Project Tree, Go-Live dan Site Visit All pabrik KALBAR  PT : PTW  Cost Center : 0  Voucher Status : <b>Approved</b></p> <p><b>Approved By :</b>  Manager Name 1 : Firdiansyah  Date : 2025-01-13 10:29:51  Manager Name 2 : Hendra Wijaya  Date : 2025-01-13 13:45:31</p>	<ul style="list-style-type: none"> <li>• Nominal Voucher diganti dengan jumlah Voucher</li> <li>• Company name jangan Singkatan</li> </ul>
---	---	--

6. Remark : sudah disesuaikan untuk jumlah voucher dan PT

**Detail Voucher:**

Jumlah Voucher : 2  
Nominal Voucher : Rp 400.000  
Needs : test  
PT : PT. Jatimjaya Perkasa  
Cost Center : 0  
Voucher Status : **Pending L1**