|  |  |  |  |
| --- | --- | --- | --- |
| LOGO STAR | **Makmur Group** | **Date of Issue** | **<tgl>** |
| **FORM DEKLARASI BIAYA PERJALANAN DINAS LUAR KOTA** | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PEMOHON** | | | | | | |
| Nama Karyawan | | | | <employeename> | | |
| Divisi / Dept. | | | | <employeedept> | | |
| Tanggal Perjalanan Dinas | | | | <traveldates> s/d <traveldates2> <tdhr> hari | | |
| Kota Tujuan | | | | <destinationcity> | | |
| Agenda | | | | <agenda> | | |
| LAPORAN PENGELUARAN | | | | | | |
| **KETERANGAN** | | | | | | **JUMLAH Rp** |
| BBM | <pre> | Premium | Km Awal : Km Akhir : Total Km : | | | Rp. <oil> |
| <so> | Solar | Km Awal : Km Akhir : Total Km : | | |
| Uang Saku | Staff | | <or> Orang x <tdhr> hari x @Rp <rpsaku> | | | Rp. <usaku> |
| Biaya Penginapan | Staff | | <or> Orang x <mlm> malam x @Rp <rpinap> | | | Rp. <uinap> |
| Biaya JALAN TOL |  | | | | | Rp. <tol> |
| Biaya PARKIR |  | | | | | Rp. <parkir> |
| Biaya TANPA BUKTI |  | | | | | Rp. <tanpabukti> |
| **TOTAL PENGELUARAN** | | | | | | Rp. <total> |
| **PINJAMAN SEMENTARA** | | | | | | Rp. <temp> |
| **YANG HARUS DIKEMBALIKAN (DITERIMA)** | | | | | | Rp. <return> |
| ***Terbilang* *: <terbilang>*** | | | | | |  |
|  | | | | | **Konfirmasi** | **Paraf** |
| **Ketentuan** |  |
| **Absen** |  |
| **Transportasi** |  |

Medan, Disetujui Oleh

Pemohon,

**\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**<**Atasan Langsung> <Atasan Tak Langsung> HRD & GA FINANCE MGR \*Wajib diisi

Catatan: Laporan Perjalanan Dinas Diserahkan Ke HRD Paling Lama 2 (DUA) Hari Kerja Setelah Tanggal Kembali