

**SURAT PERMINTAAN PROSES PEMBAYARAN**

No. : SP3-024/PIP80000/2025-S4  
Tanggal : 5 Feb 2025  
Kepada : Finance Manager PMEP  
Dari : Director and Country Manager PMEP

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**Terlampir dikirimkan dokumen pendukung pembayaran terdiri atas:**

1. Formulir Laporan Perjalanan Dinas
2. Surat Perjalanan Dinas
3. Boarding Pass

**Untuk Pembayaran :**

Biaya Perjalanan Dinas a.n Perdana Putra senilai **IDR600,000.00 / MYR19.49/USD100.00**

**Due Date : -**

**Agar dibayarkan kepada :**

- Nama Pekerja : Perdana Rakhmana Putra (88007135)
- Nama Bank : Bank Rakyat Indonesia (BRI)
- Atas Nama Rekening : Perdana Rakhmana Putra
- Nomor Rekening : 0558 0100 7105 503
- Cost Center : AI0201001
- Cost Element : 6001007120

Bersama ini kami menyatakan bahwa transaksi yang ditagihkan ini benar dan absah untuk dibayar. Dokumen-dokumen terkait yang tidak dapat di lampirkan pada Surat Permintaan Proses Pembayaran ini disimpan di tempat kami dan dapat diperlihatkan kepada fungsi keuangan apabila diperlukan.

Demikian untuk dapat diterima dengan baik dan dapat dilaksanakan proses pembayaran lebih lanjut di tempat Saudara.

PT Pertamina Malaysia EP  
Director and Country Manager,



Eva Fadlila (Feb 6, 2025 23:07 GMT+7)

**Eva Fadlila**

FORMULIR LAPORAN PERJALANAN DINAS LUAR NEGERI



NAMA : PERDANA RAKHMANA PUTRA NOPEG : 88007135

PERJALANAN DINAS DALAM RANGKA	Working - Meeting in PMEP
KE	Kuala Lumpur, Malaysia
WAKTU	12-15 January 2025

LAPORAN PENGGUNAAN BIAYA PERJALANAN DINAS							
KODE ANGGARAN	COST CENTER	KODE BAGIAN	URAIAN	JUMLAH			KETERANGAN
				IDR	RM	USD	
	A10201001		1. Transport Bandara Rumah - Bandara di Jakarta (PP) - Rp300,000 X 2 Hotel - Bandara di KL (PP) - USD50.00 X 2  2. Laundry - 13 Jan 2025 ( 00437)	IDR 600,000.00	MYR -	USD -	
				IDR -	MYR -	USD 100.00	
				IDR -	MYR 19.49	USD -	
			TOTAL BIAYA PANJAR	IDR 600,000.00	MYR 19.49	USD 100.00	

Pelaksana Dinas  
Manager Asset Sarawak

  
Perdana Rakhmana Putra

Menyetujui,  
Director & Country Manager

  
Eva Fadlila (Feb 6, 2025 23:07 GMT+7)  
Eva Fadlila

## Jamaluddin Sidek

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**From:** Damas Yulianto <mk.damas.yulianto@mitrakerja.pertamina.com>  
**Sent:** Thursday, 6 February, 2025 4:55 PM  
**To:** Jamaluddin Sidek  
**Subject:** RE: CLAIM DINAS : Pak Perdana pada 12-15 January 2025

Dear Pak Jamal,  
Sudah sesuai pak, silahkan proses.

Salam,  
Damas

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**From:** Jamaluddin Sidek <mk.jamal.sidek@pertamina.com>  
**Sent:** Thursday, 06 February 2025 15:05  
**To:** Damas Yulianto <mk.damas.yulianto@mitrakerja.pertamina.com>  
**Subject:** CLAIM DINAS : Pak Perdana pada 12-15 January 2025

DH Pak Damas,  
Mohon direview & verify claim dinas Pak Perdana Rakhmana Putra;-

- Tujuan : Kuala Lumpur, Malaysia
- Date : 12-15 January 2025

Terima kasih & salam,  
JS

**Pertamina Malaysia Eksplorasi dan Produksi**  
**SURAT KETERANGAN**  
**Nomor : 001/PIP80000/2025-S8, Tgl 12 January 2025**

Dengan ini mengijinkan / menugaskan:

Nama : Perdana Rakhmana Putra  
No Pekerja / Trip No. : 748681 / 88007135  
Golongan Perjalanan : Luar Negeri  
Jabatan : Manager Asset Sarawak  
Personnel Area / Sub area : Pertamina Malaysia Eksplorasi dan Produksi  
Cost center :

UNTUK MELAKSANAKAN /  
MENDAPATKAN / DIPERGUNAKAN

☒ PD-DN      ☐ PD-LN      ☐ SIJ-DN

Dari / Asal : Jakarta, Indonesia  
Tempat tujuan / Negara : Kuala Lumpur, Malaysia  
Terhitung mulai tanggal : 12 January 2025  
Kembali tanggal : 15 January 2025  
Keperluan / Keterangan : Bekerja  
Berkendaraan : Pesawat  
Biaya ditanggung oleh : Perusahaan  
Keterangan : -

TUJUAN	NEGARA	BERANGKAT	KEMBALI	KEPERLUAN	KETERANGAN
Kuala Lumpur	Malaysia	12/1/2025	15/1/2025	Meeting di PMEP Office	

No	NAMA PENGIKUT	KETERANGAN
1		
2		
3		

Ybs,  <b>Perdana Rakhmana Putra</b> Manager Asset Sarawak	Menyetujui  Eva Fadlila (Jan 14, 2025 20:11 GMT+7) <b>Eva Fadlila</b> Director and Country Manager	Menyetujui	Menyetujui	Menyetujui
PANJAR / LUMPSUM UANG PERJALANAN DINAS :			Menyetujui, Keuangan	
Catatan : Batas akhir pertanggungjawaban panjar dinas 1 (satu) minggu setelah kepulangan				

KETERANGAN	TUJUAN			
	I	II	III	IV
TANGGAL TIBA				
TANGGAL KEMBALI				
TANDA TANGAN PEJABAT YANG DIKUNJUNGI				



**malaysia**  **KIOSK BOARDING PASS**  
**ECONOMY CLASS**

NAME  
PUTRA/PERDANA RAKHMANA MR  
MH 366516706  
BLUE

FLIGHT  
**MH0722**

DEPARTURE  
CGK to KUL  
JAKARTA KUALA LUMPUR

BOARDING  
**1725**

DATE: 12 JAN 2025  
SEQ 0083

SEAT  
**16F**

ZONE  
**GRP52**

DEPARTURE: 1825  
GATE

2329586583344

**malaysia**  **KIOSK BOARDING PASS**  
**ECONOMY CLASS**

NAME  
PUTRA/PERDANA RAKHMANA MR  
MH 366516706  
BLUE

FLIGHT  
**MH0725**

DEPARTURE  
KUL to CGK  
KUALA LUMPUR JAKARTA

BOARDING  
**1700**

DATE: 15 JAN 2025  
SEQ 0027

SEAT  
**8A**

ZONE  
**GRP6 H6**

DEPARTURE: 1800  
GATE

2329586568982



## LAUNDRY &amp; DRY CLEANING LIST

Property

No 00437

Please call Ext 0 for Collection

APT NO 07-3A	GUEST NAME TEEDANA P P	DATE 15/01/2025	TIME AM/PM 07-45	TOTAL PIECES 3
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PLEASE TICK



## REGULAR SERVICE

All garments collected by 9am will be returned on the evening of the same day.  
Garments collected after 9am will be returned by the evening of the following day.

## EXPRESS SERVICE

All garments collected before 9am will be returned on the evening of the same day  
& 50% surcharge applies.

No Surcharge

☒ Shorter delay☐ Shorter on longer☐ No extra fee extra

LAUNDRY										
QTY	GENTLEMEN		AMOUNT	QTY	LADIES		AMOUNT	QTY	OTHER	AMOUNT
	SHIRT	RM 11.00			DRESS	RM 11.00			WASHBAG (per pair)	RM 1.00
	POLO SHIRT	RM 12.00			DRESS (Long)	RM 17.00			CAP	RM 7.00
7	T-SHIRT	RM 7.00			BLOUSE	RM 12.00			BATH TOWEL	RM 11.00
	TRICHOIDS	RM 12.00			SKIRT (Long)	RM 11.00			HAND TOWEL	RM 4.00
7	SHORTS	RM 7.00			SLACKS	RM 11.00			KAYAKING	RM 11.00
	PYJAMA (per set)	RM 12.00			MORNING COAT	RM 11.00			JACKET	RM 12.00
4	UNDERPANTS	RM 4.00			PYJAMA (per set)	RM 11.00			BABY'S RITE	RM 4.00
	UNDERWEAR	RM 4.00			HANDKERCHIEF	RM 4.00			BLOUSE (Long)	RM 24.00
	SOCKS (per pair)	RM 4.00			BRASSIERE	RM 5.00			BATHWEET (Per)	RM 10.00
	HANDKERCHIEF	RM 4.00			UNDERSLIP	RM 4.00				
	UNDERSLIP	RM 10.00			PANTIES	RM 4.00				
	GARING	RM 7.00			STOCKINGS (per pair)	RM 4.00				
	WASHING TRUNK	RM 7.00			WASHING TRUNK	RM 7.00				
	BATHWEAT (per)	RM 10.00			BATHWEAT (per)	RM 10.00				

## DRY CLEANING &amp; PRESSING

ITEM	GENTLEMEN		AMOUNT	QTY	LADIES		AMOUNT	QTY	OTHER	AMOUNT
COAT (per)	RM 16.00	RM 16.00			COAT (per)	RM 12.00	RM 12.00		BLANKET (Long)	RM 6.00
TRICHOIDS	RM 12.00	RM 12.00			TRICHOIDS	RM 12.00	RM 12.00		BLANKET (Short)	RM 12.00
SHORTS	RM 14.00	RM 7.00			SKIRT (Long)	RM 12.00	RM 4.00		BATH TOWEL	RM 11.00
TRICHOIDS	RM 14.00	RM 4.00			SKIRT (Short)	RM 12.00	RM 4.00		PELLOW CASE	RM 10.00
SOX (per pair)	RM 14.00	RM 7.00			SLACKS	RM 14.00	RM 4.00		TUBE HUNTER	RM 11.00
TIE	RM 7.00	RM 5.00			SKIRT (Short)	RM 12.00	RM 10.00			
POLO SHIRT	RM 11.00	RM 5.00			WEATER	RM 14.00	RM 4.00			
WEATER	RM 14.00	RM 4.00			BLANKET (Long)	RM 12.00	RM 4.00			
SHORTS	RM 10.00	RM 5.00			BLANKET (Short)	RM 12.00	RM 4.00			
POLAR SHIRT	RM 12.00	RM 10.00			GARRE	RM 24.00	RM 12.00			
T-SHIRT	RM 10.00	RM 5.00			SCARF	RM 9.00	RM 4.00			
GARING	RM 10.00	RM 4.00			JACKET	RM 14.00	RM 7.00			
WASHING TRUNK	RM 10.00	RM 4.00			WASHING TRUNK	RM 10.00	RM 4.00			
VEST	RM 10.00	RM 4.00			WASHING TRUNK	RM 10.00	RM 4.00			

ALL PRICE ARE SUBJECT TO GET

TOTAL

SPECIAL INSTRUCTIONS

FOLDED

REGULAR CHARGES TOTAL RM

18.00

ADDITIONAL CHARGES (EXPRESS) RM

1.49

GUEST SIGNATURE

CHECKED BY

GRAND TOTAL RM

19.49

## CONDITIONS OF SERVICE

Due to conditions and characteristics of articles, all goods sent for laundry, dry cleaning and pressing are accepted by the management at owner's risk.

Lack of loss or damage is limited to an amount not exceeding 10 times the cost of cleaning or pressing the said item.

All claims must be made within 24 hours after delivery and must be accompanied by the original list.

There is no return of all personal belongings from the articles before laundry. The management will not be responsible for any loss or damage of belongings left in articles.

There is no return of articles in column 1 (Guest Goods), otherwise the management must be accepted at owner's risk. In case of discrepancy in count and if you are not satisfied, the management must be accepted at owner's risk.