

SURAT PERMINTAAN PROSES PEMBAYARAN

No. : SP3-005/PIP80000/2025-S4
Tanggal : 9 Januari 2025
Kepada : Finance Manager PMEP
Dari : Director and Country Manager PMEP

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 / MYR117.72/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 (Jan 10, 2025 16:38 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	22-29 December 2024

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. Lundry - 24 Dec 2024 (00050) - 26 Dec 2024 (00048) - 27 Dec 2024 (00232)	IDR 600,000.00	MYR -	USD -	
				IDR -	MYR -	USD 100.00	
				IDR -	MYR 28.08	USD -	
				IDR -	MYR 43.20	USD -	
				IDR -	MYR 46.44	USD -	
			TOTAL BIAYA PANJAR	IDR 600,000.00	MYR 117.72	USD 100.00	

Pelaksana Dinas
Manager Asset Sarawak

Menyetujui,
Director & Country Manager

Perdana Rakhmana Putra

Eva Fadila (Jan 10, 2025 16:38 GMT+7)

Eva Fadila

Jamaluddin Sidek

From: Damas Yulianto <mk.damas.yulianto@mitrakerja.pertamina.com>
Sent: Friday, 10 January, 2025 11:51 AM
To: Jamaluddin Sidek
Subject: RE: CLAIM DINAS : Pak Perdana pada 22-*29 Dec 2024

Dear Pak Jamal,
Sudah OK, silahkan proses lebih lanjut.

Terima kasih
Salam,

Damas

From: Jamaluddin Sidek <mk.jamal.sidek@pertamina.com>
Sent: Friday, 10 January 2025 10:20
To: Damas Yulianto <mk.damas.yulianto@mitrakerja.pertamina.com>
Subject: CLAIM DINAS : Pak Perdana pada 22-*29 Dec 2024

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

- Tujuan : Kuala Lumpur, Malaysia
- Date : 22-29 December 2024

Terima kasih & salam,
JS

Pertamina Malaysia Eksplorasi dan Produksi
SURAT KETERANGAN
Nomor : 075/PIP80000/2024-S8, Tgl 20 Dec 2024

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 : 22 Desember 2024
Kembali tanggal : 29 Desember 2024
Keperluan / Keterangan : Bekerja
Berkendaraan : Pesawat
Biaya ditanggung oleh : Perusahaan
Keterangan :

TUJUAN	NEGARA	BERANGKAT	KEMBALI	KEPERLUAN	KETERANGAN
Kuala Lumpur	Malaysia	22/12/2024	29/12/2024	Meeting di PMEP Office	
No	NAMA PENGIKUT			KETERANGAN	
1					
2					
3					
Ybs,		Menyetujui	Menyetujui	Menyetujui	Menyetujui
		 Eva Fadlila (Dec 27, 2024 23:17 GMT+3)			
Perdana Rakhmana Putra Manager Asset Sarawak		Eva Fadlila Director and Country Manager			
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				

Merindo Air
More Asia, Less Cost

ECONOMY

Date: **22DEC24**

Flight: **OD 315**

Name: **PUTRA/PERDANA**

From: **JAKARTA SOEKAR 123**

To: **KUALA LUMPUR 154**

Boarding Time: **12:00**

PNR: **YCDZUA**

Seat: **20E** Zone: **J** Sub: **00015** Gate: **F6** Class: **Y**

STATUS: **STAT**

BOARDING PASS

TO: Pass Term

1. Batas PETA / MATA:

2. Semua penumpang wajib memiliki dokumen perjalanan internasional

3. Menunjukkan tiket dan kartu keagenan ke maskapai

4. DOKUMEN BERKASUS TERIMA KASUS ALTERNATIF DOKUMEN PERHAT

Parik Air

ECONOMY

PUTRA/PERDANA

FLIGHT: **OD 316**

DATE: **29DEC**

SEAT: **17E**

DEST: **CGK**

SR: **00006**

FARE: **N**

PNR: **YCDZUA**

910



LAUNDRY & DRY CLEANING LIST

Please call Ext 0 for Collection

Reference

No 00050

APT NO a10	GUEST NAME Pardana Pura	TOTAL PIECES
DATE 14/12/2024	TIME AM/PM	

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 12pm will be returned on the evening of the same day.
A 50% surcharge applies.



Search



No Starch



Shirt folded



Shirts on hanger



No poly bag cover

COUNT	GENTLEMEN	amount	COUNT	LADIES	amount	COUNT	OTHER	amount
1	SHIRT	RM 12.00	2	DRESS	RM 15.00		WRISTBAND (per pair)	RM 1.00
2	POLO SHIRT	RM 12.00		IMPRESS DRESS	RM 17.00		CAP	RM 7.00
	T-SHIRT	RM 7.00	14	BIJOU	RM 12.00		BATH TOWEL	RM 1.50
	TROUSERS	RM 12.00		SHORT (Pair)	RM 12.00		HAND TOWEL	RM 0.70
	SLIPPERS	RM 7.00		SLACKS	RM 12.00		BATHROOM	RM 12.00
	PYJAMAS (per set)	RM 12.00		SHORTS (Pair)	RM 12.00		JACKET	RM 12.00
	UNDERPANTS	RM 4.00		PIJAMA (per set)	RM 12.00		BABY'S KIT	RM 0.00
	UNDERWEAR	RM 4.00		HANDKERCHIEF	RM 0.50		SEPERATE KIT	RM 0.00
	SOCKS (per pair)	RM 4.00		HEADSET	RM 0.50		HEADSET (Pair)	RM 18.00
	HANDKERCHIEF	RM 4.00		UNDERWEAR	RM 4.00			
	OVERALLS	RM 19.00		PANTIES	RM 4.00			
	ABRASIVE	RM 7.00		A T-SHIRT (per pair)	RM 1.00			
	SWIMMING TRUNKS	RM 7.00		SWIMMING SUIT	RM 1.00			
	BAJU MELAYU (Pair)	RM 20.00		BAJU KURUNG (Pair)	RM 1.00			

COUNT	GENTLEMEN	INC	PRICE	amount	COUNT	LADIES	INC	PRICE	amount	COUNT	OTHER	INC	PRICE	amount
	POLO SHIRT	RM 12.00	RM 12.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	SLIP (12.00)	RM 12.00	RM 12.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	JACKET	RM 16.00	RM 16.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	TROUSERS	RM 12.00	RM 12.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	POLO SHIRT (12.00)	RM 12.00	RM 12.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	TIE	RM 9.00	RM 9.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	FLUSEY	RM 12.00	RM 12.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	SWEATER	RM 16.00	RM 16.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	SLIPPERS	RM 10.00	RM 10.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	PINJAM SUE	RM 12.00	RM 12.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	T-SHIRT	RM 12.00	RM 12.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	SATON	RM 12.00	RM 12.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	SWIMMING TRUNKS	RM 12.00	RM 12.00			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	
	SLIP	RM 12.00	N/A			IMPRESS DRESS	RM 17.00	RM 17.00			WRISTBAND (per pair)	RM 1.00	RM 1.00	

ALL PIECES AND SUBSET TOTAL

SPECIAL INSTRUCTIONS

GUEST SIGNATURE

CHECKED BY

INSTRUCTIONS OF SERVICE

1. Due to conditions and characteristics of all goods and for liability for shipping and packing we accept no responsibility for damage to goods.
2. All claims must be made within 14 days after delivery and must be accompanied by the original receipt.
3. Please ensure all personal belongings from the premises are removed. The management will not be responsible for any loss or damage to belongings left on premises.
4. Please indicate number of articles in column 4 (Guest Count) and in the management will not be responsible for any loss or damage to belongings left on premises.

REGULAR CHARGES TOTAL RM 26.00
ADDITIONAL CHARGES (EXPRESS) RM 2.87
GRAND TOTAL RM 28.87



LAUNDRY & DRY CLEANING LIST

Please call Ext 0 for Collection

Property

No 00048

APT NO

90

GUEST NAME

PERDANA R PUTRA

DATE

26/12/2024

TIME AM/PM 9:30 AM

TOTAL PIECES

5

PLEASE TICK



REGULAR SERVICE

All garments collected by 5pm will be returned on the evening of the same day.
Garments collected after 5pm will be returned by the evening of the following day.



EXPRESS SERVICE

All garments collected before 12pm will be returned on the evening of the same day.
A 50% surcharge applies.



Search



No Starch



Shirt folded



Shut on hanger



No poly bag cover



No Starch

Short folded

Shut on finger

Per. Pay. per day

COUNT	GENTLEMEN	AMOUNT	COUNT	LADIES	AMOUNT	COUNT	OTHER	AMOUNT
1	SHIRT	RM 12.00		DRESS	RM 15.00		CHRISTMAS (per pair)	RM 1.00
	POLLO SHIRT	RM 12.00		DRESS Long	RM 17.00		CAP	RM 5.00
4	T-SHIRT	RM 7.00		BLOUSE	RM 12.00		BATH TOWEL	RM 15.00
	TROUSERS	RM 12.00		SKIRT (Short)	RM 10.00		HAND TOWEL	RM 6.00
	SHORTS	RM 7.00		SLACK	RM 12.00		BATHROBE	RM 15.00
	PIJAMAS (per set)	RM 11.00		MORNING GOWN	RM 10.00		JACKET	RM 12.00
	UNDERPANTS	RM 4.00		PIJAMAS (per set)	RM 12.00		BAUT'S SHIRT	RM 4.00
	UNDERWEAR	RM 4.00		HANDKERCHIEF	RM 4.00		BEACH TOWEL	RM 15.00
	SOCKS (per pair)	RM 4.00		BRASSIERE	RM 1.00		BEACH TOWEL	RM 15.00
	HANDKERCHIEF	RM 4.00		UNDERWEAR	RM 4.00			
	OVERALLS	RM 19.00		PANTY	RM 4.00			
	SARONG	RM 7.00		STOCKING (per pair)	RM 4.00			
	SWIMMING TRUNKS	RM 7.00		SWIMMING SUIT	RM 4.00			
	BAJU MELAYU (2pcs)	RM 22.00		BAJU MELAYU (2pcs)	RM 22.00			

DRY CLEANING & PRESSING

COUNT	GENTLEMEN	D/C	PRESS	AMOUNT	COUNT	LADIES	D/C	PRESS	AMOUNT	COUNT	OTHER	D/C	PRESS	AMOUNT
	OVERCOAT	RM 10.00	RM 4.00			DRESS (Long)	RM 12.00	RM 1.00			BLAZER (Long)	RM 12.00	RM 1.00	
	JACKET (Long)	RM 22.00	RM 10.00			EVENING DRESS	RM 10.00	RM 1.00			BLAZER (Long)	RM 12.00	RM 1.00	
	JACKET	RM 14.00	RM 7.00			SKIRT (Long)	RM 12.00	RM 1.00			SKIRT (Long)	RM 12.00	RM 1.00	
	TROUSERS	RM 14.00	RM 6.00			SKIRT (Short)	RM 10.00	RM 1.00			SKIRT (Short)	RM 10.00	RM 1.00	
	WITH TROUSERS	RM 14.00	RM 7.00			SLACK	RM 10.00	RM 1.00			SLACK	RM 10.00	RM 1.00	
	TIE	RM 9.00	RM 1.50			SUIT (Long)	RM 12.00	RM 1.00						
	TRUSEY	RM 17.00	RM 1.00			SWEATER	RM 10.00	RM 1.00						
	SWATER	RM 16.00	RM 1.00			POLO SHIRT	RM 10.00	RM 1.00						
	SHORTS	RM 10.00	RM 1.50			BLOUSE (Long)	RM 12.00	RM 1.00						
	PUNJAM SUIT	RM 22.00	RM 10.00			JACKET	RM 12.00	RM 1.00						
	T-SHIRT	RM 10.00	RM 1.00			SKIRT	RM 10.00	RM 1.00						
	SARONG	RM 10.00	RM 1.00			SKIRT	RM 10.00	RM 1.00						
	SWIMMING TRUNKS	RM 10.00	RM 1.00			STOCKING (per pair)	RM 10.00	RM 1.00						
	VEST	RM 10.00	RM 1.00			STOCKING (per pair)	RM 10.00	RM 1.00						

* ALL PRICES ARE NET

TOTAL

SPECIAL INSTRUCTIONS

REGULAR CHARGES TOTAL RM 48.00

ADDITIONAL CHARGES (EXCESSIVE)

8% GST RM 3.84

GRAND TOTAL RM 51.84

GUEST SIGNATURE

CHECKED BY

CONDITIONS OF SERVICE

1. Due to conditions and circumstances, all items of garments collected by 5pm will be returned on the evening of the same day. Garments collected after 5pm will be returned by the evening of the following day.
2. Laundry of less than 1kg will be delivered to the customer's door. The customer will not be responsible for any damage or loss of items during the delivery.
3. All items must be made within 24 hours after delivery and must be returned by the customer.
4. Please ensure all personal belongings are returned to the customer's door. The customer will not be responsible for any damage or loss of items during the delivery.
5. Please ensure all items are returned to the customer's door. The customer will not be responsible for any damage or loss of items during the delivery.



LAUNDRY & DRY CLEANING LIST

Property **9910**

Please call 888 0 for Collection

APT NO	GUEST NAME PERDANA R. PUTRA	No 000232
	DATE 27/12/2024	TOTAL PIECES
	TIME AM/PM	

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 12pm will be returned on the evening of the same day.
A 50% surcharge applies.



Starch



No Starch



Shirts folded



Shirts on hanger



No poly bag cover

LAUNDRY											
Guest Count	Gentlemen		Amount	Guest Count	Ladies		Amount	Guest Count	Others		Amount
1	SHIRT	RM12.00	2		DRESS	RM12.00			WRISTBAND (per pair)	RM 1.00	
1	POLLO SHIRT	RM12.00	12		DRESS (Long)	RM12.00			CAF	RM 1.00	
1	T-SHIRT	RM 7.00	7		BLOUSE	RM12.00			BATH TOWEL	RM15.00	
1	TROUSERS	RM12.00	12		SUITS (1 item)	RM10.00			HAND TOWEL	RM 5.00	
	SHORTS	RM 7.00			SLACKS	RM12.00			BATHROBE	RM5.00	
	PYJAMAS (per set)	RM11.00			MORNING GOWN	RM10.00			JACKET	RM12.00	
	UNDERPANTS	RM 4.00			PYJAMA (per set)	RM12.00			EAST SMO	RM 4.00	
	UNDERWEAR	RM 4.00			HANDKERCHIEF	RM 4.00			DESHUFFY (1/2)	RM12.00	
	UNDERWEAR	RM 4.00			BRASSIERE	RM 5.00			BEDSHEET (1/2)	RM10.00	
	HANDKERCHIEF	RM 4.00			UNDERWEAR	RM 4.00					
	OVERALLS	RM19.00			PANTIES	RM 4.00					
	SARONG	RM 1.00			STOCKING (per pair)	RM 5.00					
	SWIMMING TRUNKS	RM 7.00			STOCKING (per pair)	RM 5.00					
	BAJUS/FLAYUS (2pc)	RM12.00			STOCKING (per pair)	RM 5.00					

DRY CLEANING & PRESSING														
Guest Count	Gentlemen	D/C	Press	Amount	Guest Count	Ladies	D/C	Press	Amount	Guest Count	Others	D/C	Press	Amount
	OVERCOAT	RM11.00	RM14.00			DRESS (Full)	RM12.00	RM12.00			SHIRT (Full)	RM6.00	RM12.00	
	SUIT (2pc)	RM11.00	RM10.00			SKIRT (Full)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	
	JACKET	RM11.00	RM10.00			SHIRT (Half)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	
	TROUSERS	RM 6.00	RM 6.00			SKIRT (Half)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	
	SHIRT/CLO SHIRT	RM6.00	RM 7.00			SHIRT (Half)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	
	TIE	RM 9.00	RM 3.50			SHIRT (Half)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	
	JERSEY	RM13.00	RM 9.00			SHIRT (Half)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	
	SWELLER	RM14.00	RM 1.00			SHIRT (Half)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	
	SHORTS	RM10.00	RM 1.00			SHIRT (Half)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	
	PINJAB/SUIT	RM12.00	RM13.00			SHIRT (Half)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	
	T-SHIRT	RM10.00	RM 1.00			SHIRT (Half)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	
	SARONG	RM13.00	RM 4.00			SHIRT (Half)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	
	SWIMMING TRUNKS	RM13.00	RM 4.00			SHIRT (Half)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	
	VEST	RM10.00	RM 4.00			SHIRT (Half)	RM12.00	RM12.00			SHIRT (Half)	RM12.00	RM12.00	

TOTAL

REGULAR CHARGES TOTAL RM

43.00

ADDITIONAL CHARGES (EXPRESS) RM

8% SST RM

3.44

GRAND TOTAL RM

46.44

SPECIAL INSTRUCTIONS

GUEST SIGNATURE

CHECKED BY

CONDITIONS OF SERVICE

1. The service and conditions of service are for laundry, dry cleaning and pressing are accepted by the management at owner's risk.
2. Delivery of service is subject to 24 hours notice and must be accompanied by the original bill.
3. All items must be returned within 24 hours after delivery and must be accompanied by the original bill.
4. Please ensure all personal belongings from the articles before laundry. The management will not be responsible for any loss or damage of belongings left in storage.
5. Please confirm the number of items in column 1 (Guest Count), otherwise the management cannot accept as correct. In case of discrepancy in count and if not available to verify, the management cannot accept as correct.