

**SURAT PERMINTAAN PROSES PEMBAYARAN**

No. : SP3-005/PIP80000/2025-S4  
Tanggal : 9 Januari 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 / 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

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**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

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**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:**

1. Every sample of 100g is must be taken before the scheduled date

2. Disinfectant solution must be used to clean the sample

3. Disinfectant solution must be used to clean the sample

4. Disinfectant solution must be used to clean the sample

**Parik Air**

**ECONOMY**

**PUTRA/PERDANA**

FLIGHT: **OD 316**

DATE: **29DEC**

SEAT: **17E**

DEST: **CGK**

SEB: **00006**

FARE: **N**

PNR: **YCDZUA**

**ASCOTT**  
STAR HCC  
KUALA LUMPUR

LAUNDRY & DRY CLEANING LIST

Please call Ext 0 for Collection

## References

00050

APT NO 910	GUEST NAME Perdana Putra	TOTAL PIECES
	DATE 24/12/2024	TIME AM/PM

PLEASE TICK

☒

REGULAR SERVICE

**REGULAR SERVICE**  
All payments collected by train will be returned on the evening of the same day.  
Gamblers collected before 11:00 a.m. will be returned by the evening of the following day.

52

**EXPRESS SERVICE**

**EXPRESS SERVICE**  
All garments collected before 2pm will be returned on the evening of the same day.  
A 50% surcharge applies.

 Search

7

1991

Shuang Han

☐ No poly bag cover

GENTLEMEN		amount	total	LADIES		amount	total	CHILDREN		amount	total
1	SHIRT	RM 12.00	14	DRESS	RM 15.00			WASHBATH (per set)	RM 1.00		
2	BOLO SHIRT	RM 12.00		TRUSS JACKET	RM 17.00			CAP	RM 7.00		
	T-SHIRT	RM 7.00		MOON	RM 12.00			BATH TOWEL	RM 1.00		
	TROUSERS	RM 12.00		SHORT (per set)	RM 10.00			HAND TOWEL	RM 0.50		
	SLIPPERS	RM 2.00		SLACKS	US\$ 12.00			BATHROOM	RM 1.00		
	PIJAMAS (per set)	RM 12.00		MODERN DRESS	RM 15.00			JACKET	RM 12.00		
	UNDERPANTS	RM 4.00		PIJAMAS (per set)	US\$ 12.00			PAJAMA TOP	RM 0.50		
	UNDERWEAR	RM 4.00		MODERN DRESS	RM 15.00			SHORTS (per set)	RM 1.00		
	SOCKS (per pair)	RM 4.00		SLACKS	RM 12.00			UNDERWEAR	RM 1.00		
	HANDKERCHIEF	RM 4.00		UNDERWEAR	RM 1.00						
	OVERALLS	RM 19.00		PANTIES	RM 1.00						
	SLIPPERS	RM 2.00		MODERN DRESS	RM 15.00						
	SWIMMING TRUNKS	RM 7.00		SWIMMING SUIT	RM 15.00						
	BATHING CAP (per set)	RM 10.00		BATHING SUIT	RM 15.00						

**DRY CLEANING & PRESSING**

CODE	ITEM NAME	QTY	PRICE	AMOUNT	CODE	ITEM NAME	QTY	PRICE	AMOUNT	CODE	ITEM NAME	QTY	PRICE	AMOUNT
	WOMEN'S T-SHIRT	100	10.00	1000.00		WOMEN'S T-SHIRT	100	10.00	1000.00		WOMEN'S T-SHIRT	100	10.00	1000.00
	MEN'S T-SHIRT	100	10.00	1000.00		MEN'S T-SHIRT	100	10.00	1000.00		MEN'S T-SHIRT	100	10.00	1000.00
	JACKET	100	20.00	2000.00		JACKET	100	20.00	2000.00		JACKET	100	20.00	2000.00
	POLO SHIRT	100	15.00	1500.00		POLO SHIRT	100	15.00	1500.00		POLO SHIRT	100	15.00	1500.00
	WOMEN'S T-SHIRT	100	10.00	1000.00		WOMEN'S T-SHIRT	100	10.00	1000.00		WOMEN'S T-SHIRT	100	10.00	1000.00
	TIE	100	10.00	1000.00		TIE	100	10.00	1000.00		TIE	100	10.00	1000.00
	BLUSE	100	10.00	1000.00		BLUSE	100	10.00	1000.00		BLUSE	100	10.00	1000.00
	SWEATER	100	10.00	1000.00		SWEATER	100	10.00	1000.00		SWEATER	100	10.00	1000.00
	JACKET	100	10.00	1000.00		JACKET	100	10.00	1000.00		JACKET	100	10.00	1000.00
	PUNJABI SUIT	100	10.00	1000.00		PUNJABI SUIT	100	10.00	1000.00		PUNJABI SUIT	100	10.00	1000.00
	T-SHIRT	100	10.00	1000.00		T-SHIRT	100	10.00	1000.00		T-SHIRT	100	10.00	1000.00
	SARONG	100	10.00	1000.00		SARONG	100	10.00	1000.00		SARONG	100	10.00	1000.00
	WOMEN'S T-SHIRT	100	10.00	1000.00		WOMEN'S T-SHIRT	100	10.00	1000.00		WOMEN'S T-SHIRT	100	10.00	1000.00
	T-SHIRT	100	10.00	1000.00		T-SHIRT	100	10.00	1000.00		T-SHIRT	100	10.00	1000.00

ALL PAGE 401 SUBJECT TOTAL

RESEARCH QUESTIONS TOTAL TIME

1600

ADDITIONAL CHARGES (EXCEPT FOR

$\hat{\sigma}^2 = 2.57$

GRAND TOTAL RM 28.00

### SPECIAL INSTRUCTIONS

GUEST SIGNATURE \_\_\_\_\_

CHUCKED BY

### CONFLICTS OF INTEREST

1. INSTRUCTIONS TO SERVICE
1. Prior to installation and acceptance of articles, all goods sent for storage to the shipping and packing warehouse by the management, please take
  2. Careful to condition and acceptance of articles, all goods sent for storage to the shipping and packing warehouse by the management, please take
  3. Careful to condition and acceptance of articles, all goods sent for storage to the shipping and packing warehouse by the management, please take
  4. Careful to condition and acceptance of articles, all goods sent for storage to the shipping and packing warehouse by the management, please take
  5. Careful to condition and acceptance of articles, all goods sent for storage to the shipping and packing warehouse by the management, please take
  6. Careful to condition and acceptance of articles, all goods sent for storage to the shipping and packing warehouse by the management, please take
  7. Careful to condition and acceptance of articles, all goods sent for storage to the shipping and packing warehouse by the management, please take
  8. Careful to condition and acceptance of articles, all goods sent for storage to the shipping and packing warehouse by the management, please take
  9. Careful to condition and acceptance of articles, all goods sent for storage to the shipping and packing warehouse by the management, please take
  10. Careful to condition and acceptance of articles, all goods sent for storage to the shipping and packing warehouse by the management, please take





# 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 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



Shut on hanger



No poly bag cover

No Starch

Short folded

Shut on finger

Per. Pay. per bag

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 3.00
	TROUSERS	RM 12.00		SKIRT (Short)	RM 10.00		HAND TOWEL	RM 4.00
	SHORTS	RM 7.00		SLACK	RM 12.00		BATHROBE	RM 11.00
	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		BAV'S MIT	RM 4.00
	UNDERWEAR	RM 4.00		HANDKERCHIEF	RM 4.00		BEACH TOWEL	RM 11.00
	SOCKS (per pair)	RM 4.00		BRASSIERE	RM 1.00		BEACH TOWEL	RM 11.00
	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 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.
2. Laundry will be delivered to the customer's home or office. Delivery will be made on the evening of the same day.
3. All items must be ready by 11.00am for delivery. The customer will not be responsible for any items damaged or lost during the process.
4. Please ensure all items are properly labeled with the correct name and address. The customer will not be responsible for any items damaged or lost during the process.
5. Please ensure all items are properly labeled with the correct name and address. The customer will not be responsible for any items damaged or lost during the process.



# LAUNDRY & DRY CLEANING LIST

Property **9910**

Please call 888 0 for Collection

APT NO	GUEST NAME <b>PERDANA R. PUTRA</b>	No <b>000232</b>
	DATE <b>27/12/2024</b>	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.

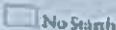


## EXPRESS SERVICE

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			WRESTLING PERMANENT	RM 1.00	
1	POLLO SHIRT	RM12.00	12		DRESS (Long)	RM12.00			CAJ	RM 1.00	
1	T SHIRT	RM 7.00	7		BLOUSE	RM12.00			BATH TOWEL	RM1.00	
1	TROUSERS	RM12.00	12		SKIRT (Short)	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 SIDE	RM 4.00	
	UNDERWEAR	RM 4.00			HANDKERCHIEF	RM 4.00			DESMUFF (Ring)	RM12.00	
	UNDERWEAR	RM 4.00			BRASSIERE	RM 5.00			BIDSHIRT (Long)	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 (per set)	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			WRESTLING PERMANENT	RM6.00	RM12.00	
	SUIT (2pc)	RM11.00	RM10.00			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	RM12.00	RM12.00	
	JACKET	RM11.00	RM10.00			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	RM12.00	RM12.00	
	TROUSERS	RM 6.00	RM 6.00			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	RM12.00	RM12.00	
	SHIRT/CLO SHIRT	RM6.00	RM 7.00			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	RM12.00	RM12.00	
	TIE	RM 9.00	RM 3.50			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	RM12.00	RM12.00	
	JERSEY	RM13.00	RM 9.00			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	RM12.00	RM12.00	
	SWELLER	RM14.00	RM 1.00			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	RM12.00	RM12.00	
	SHORTS	RM10.00	RM 1.00			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	RM12.00	RM12.00	
	PINJAB/SUIT	RM12.00	RM13.00			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	RM12.00	RM12.00	
	T SHIRT	RM10.00	RM 1.00			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	RM12.00	RM12.00	
	SARONG	RM13.00	RM 4.00			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	RM12.00	RM12.00	
	SWIMMING TRUNKS	RM13.00	RM 4.00			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	RM12.00	RM12.00	
	VEST	RM10.00	RM 4.00			WRESTLING PERMANENT	RM12.00	RM12.00			WRESTLING PERMANENT	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 goods is subject to an amount not exceeding 10 days the cost of cleaning or pressing the goods.
3. All orders must be made within 24 hours after delivery and must be accompanied by the original bill.
4. Please return all personal belongings from the articles to the laundry. The management will not be responsible for any loss or damage of belongings left in storage.
5. Please confirm the number of articles in column 1 (Guest Count), otherwise the management cannot accept as correct. In case of discrepancy in count and if not return available to verify, the management cannot accept as correct.