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|  |  | **KEMENTERIAN AGAMA** | | | | | | |  | Lembar Ke | : |  |  |  |  |  |  |  |  | (Tempat Kedudukan) |  |  |  |  |  |
|  |  | **SEKRETARIAT JENDERAL** | | | | | | |  | Kode No | : |  |  |  |  |  |  |  |  | Ke | : | {lokasi\_tujuan} | |  |  |
|  |  | Jln. Lapangan Banteng Barat No. 3-4 Jakarta | | | | | | |  | Nomor | : | {nomor\_surat} |  |  |  |  |  |  |  | Pada Tanggal | : | {tgl\_berangkat} | |  |  |
|  |  | Telp. 3811244, 3811642, 3811654, 3811658 | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Langsung 3504655 | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | **Pejabat Pembuat Komitmen** | | |  |  |  |
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| **SURAT PERJALANAN DINAS (SPD)** | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | {pejabat\_pembuat\_komitmen} |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | NIP. {nip\_pejabat\_pembuat\_komitmen} |  |  |  |  |  |
| 1. | Pejabat Pembuat Komitmen | | | | | | | **{pejabat\_pembuat\_komitmen}** | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | II. | Tiba di |  | : |  |  |  | Berangkat dari | : |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | Pada Tanggal |  | : |  | |  | Ke | : |  |  |  |  |
| 2. | Nama/NIP pegawai yang melaksanakan perjalanan dinas | | | | | | | Wahidah Mirwan / 197607052000122001 | | | | |  | Kepala |  | : |  |  |  | Pada tanggal | : |  | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Kepala | : |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | a. | Pangkat dan Golongan | | | | | | a. | {pangkat\_jabatan} | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | b. | Jabatan / Instansi | | | | | | b. | {jabatan} | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | | | | |  |  | | | |  | (………………………………………..) | |  |  |  |  | (………………………………………..) |  |  |  |  |  |
|  | c. | Tingkat Biaya Perjalanan Dinas | | | | | | c. | {tingkat\_biaya\_perjalanan} | | | |  | NIP. |  |  |  |  |  | NIP. |  |  |  |  |  |
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|  |  |  |  |  |  |  |  | {maksud\_perjalanan} | | | | | III. | Tiba di |  | : |  |  |  | Berangkat dari | : |  |  |  |  |
| 4. | Maksud perjalanan dinas | | | | | | |  | Pada Tanggal |  | : |  |  |  | Ke | : |  |  |  |  |
|  |  |  |  |  |  |  |  |  | Kepala |  | : |  |  |  | Pada tanggal | : |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. | Alat angkutan yang dipergunakan | | | | | | | {angkutan} | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | (………………………………………..) | |  |  |  |  | (………………………………………..) |  |  |  |  |  |
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| 6. | a. | Tempat berangkat | | | | | | a. | {lokasi\_berangkat} | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | b. | Tempat tujuan | | | | | | b. | {lokasi\_tujuan} | | | | IV. | Tiba di |  | : |  |  |  | Berangkat dari | : |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | Pada Tanggal |  | : |  |  |  | Ke | : |  |  |  |  |
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|  | a. | Lamanya perjalanan dinas | | | | | | a. | {durasi\_perjalanan} | | | |  |  |  |  |  |  |  | Kepala | : |  |  |  |  |
| 7. | b. | Tanggal berangkat | | | | | | b. | {tgl\_berangkat} | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | c. | Tanggal harus kembali | | | | | | c. | {tgl\_harus\_kembali} | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | (………………………………………..) |  |  |  |  |  | (………………………………………..) |  |  |  |  |  |
|  | Pengikut : Nama | | | |  |  |  | Pangkat  Jabatan | | | | |  | NIP. |  |  |  |  |  | NIP. |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  | V. | Tiba di |  | : |  |  |  | Berangkat dari | : |  |  |  |  |
| 8. |  | | | |  | | |  | | | |  |  | Pada Tanggal |  | : |  |  |  | Ke | : |  |  |  |  |
|  |  | | | |  | | |  | | | |  |  | Kepala |  | : |  |  |  | Pada tanggal | : |  |  |  |  |
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| 9. | Pembebanan Anggaran | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | a. | Instansi |  |  |  |  |  | a. | {pembebanan\_anggaran\_instansi} | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | b. | Akun |  |  |  |  |  | b. | {pembebanan\_anggaran\_akun} | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | VI. | Tiba di |  | : | {lokasi\_berangkat} |  |  | Telah diperiksa dengan keterangan bahwa perjalanan tersebut atas perintahnya dan semata-mata untuk kepentingan jabatan dalam waktu yang sesingkat-singkatnya. | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | (Tempat Kedudukan) |  | : |  |  |  |  |
| 10. | Keterangan lain - lain | | | | | | |  |  |  |  |  |  | Pada tanggal |  | : | {tgl\_harus\_kembali} |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Pejabat Pembuat Komitmen** |  |  |  |  |  | **Pejabat Pembuat Komitmen** |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Dikeluarkan di | | | : | {lokasi\_surat} |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Pada tanggal | | | : | {tanggal\_surat} |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  | Pejabat Pembuat Komitmen | | |  |  |  | {pejabat\_pembuat\_komitmen} |  |  |  |  |  | {pejabat\_pembuat\_komitmen} |  |  |  |  |  |
|  |  |  |  |  |  |  |  | Biro Keuangan dan BMN | | |  |  |  | NIP. {nip\_pejabat\_pembuat\_komitmen} |  |  |  |  |  | NIP. {nip\_pejabat\_pembuat\_komitmen} |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  | VII. | Catatan lain -lain |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | VIII. | Perhatian : |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | PPK yang menerbitkan SPD, pegawai yang melakukan perjalanan dinas, para pejabat yang mengesahkan tanggal berangkat/tiba, serta bendahara pengeluaran bertanggung jawab berdasarkan peraturan-peraturan Keuangan Negara apabila negara menderita rugi akibat kesalahan, kelalaian dan kealpaannya. | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  | {pejabat\_pembuat\_komitmen} | | |  |  |  |  |
|  |  |  |  |  |  |  |  | NIP. {nip\_pejabat\_pembuat\_komitmen} | | |  |  |  |  |
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