

TRAVEL ORDER

Travel Order													 Ticketing View	 New Travel Order
													Search:	
#	TO #	Employee	Destination	Project	Departs On	Returns On	FT	Approval	Check	PT Status	Action			
4	036/vessel/10/0/21	Akasia Dogus	(201) (exch) PT Pertamina EP Zona 3 Regional 9 - Akasia Dogus - Jasa Peryelahan Sewo Early Production Facilities di Seluruh Lapangan Asset 3		24 August 2021	30 September 2021	0.00	 dasya ot 24 September 2021	check	 Pay				
5	038/vessel/10/0/21	Bambu Besar	(202) (ON GOING) PT Pertamina EP Zona 7 Regional 2 - Bambu Besar - Jasa Peryelahan Sewo Early Production Facilities di Seluruh Lapangan Asset 3		24 August 2021	30 September 2021	0.00	 dasya ot 24 September 2021	check	 Pay				
6	037/vessel/10/0/21	Akmal Malik Ismail	Bambu Besar	(202) (ON GOING) PT Pertamina EP Zona 7 Regional 2 - Bambu Besar - Jasa Peryelahan Sewo Early Production Facilities di Seluruh Lapangan Asset 3		24 August 2021	30 September 2021	0.00	 dasya ot 24 September 2021	check	 Pay			
7	041/vessel/10/0/21	Warehouse	Warehouse 2021		19 August 2021	12 September 2021	0.00	 dasya ot 24 September 2021	check	 Pay				

Menu Travel Order memuat daftar catatan perjalanan dinas.

Back

Create New Travel Order

The screenshot shows a list of travel orders. At the top right, there is a purple button labeled "Ticketing View" and a blue button labeled "+ New Travel Order". A large blue arrow points from the text above to this button. Below the buttons is a search bar with the placeholder "Search:". Underneath is a table header with columns: Project, Departs On, Returns On, FT, Approval, Check, FT Status, and Action. A single row of data is shown below the header, detailing a project named "(ON GOING) PT Pertamina EP Zona 7 Regional 2 - Akasia Bagus - menyediaan Sewa Early Production Facilities di Seluruh Lapangan Asset 3". The row includes fields for Departure Date (24 August 2021), Return Date (30 September 2021), FT (0.00), Approval (dasya at 24 September 2021), Check (check), FT Status (Pay), and Action (Delete).

Untuk menambah Travel Order baru, klik tombol “+ New Travel Order”. Akan muncul form berikut;

The modal dialog is titled "Add Travel Order". It contains three dropdown fields: "Employee" (Select Employee), "Type of Travel" (Select Type), and "Project" (Select Project). At the bottom right of the dialog are two buttons: "Close" and "Proceed" (which has a checkmark icon).

Isi semua kolom yang sudah tersedia pilihan di dalamnya, kemudian klik tombol “Proceed”.

Back

Add Travel Order Detail
Itinerary of Rita Indra Sudiarso

Departs On	16/11/2022
Returns On	16/11/2022
Duration	day(s)
Project	GSS TREMBUL - EPF - BLORA
From Airport	(Input will be issued when air tickets)
To Airport	(Input will be issued when air tickets)
Destination	
Destination Type	
Travel Type	
Working Environment Condition	Normal

Financial Traveling

Spending	FT (IDR 300,000.00)
Overnight	FT (IDR 0.00)
Meal	FT (IDR 60,000.00)
Local Transport	- Select Local Transport -
Project Transportation	FT Travel/Boat (IDR 980,000.00) FT Taxi (IDR 50,000.00) FT Car Rent (IDR 0.00)
Airport Tax	FT (IDR 0.00)

Travel Purpose

Kemudian akan otomatis beralih ke form input selanjutnya. Isi semua detail dari travel order. Kemudian klik tombol save.

Back

Sumber Financial Traveling

Dalam form input sebelumnya, Terdapat Financial Traveling yang perlu dicentang. Diantaranya;

- Spending : uang pengeluaran selama total perjalanan.
- Overnight : uang bermalam.
- Meal : uang makan.
- Local transport : uang kendaraan umum untuk menuju ke bandara, stasiun atau terminal.
- Project transportation : uang transport untuk ke lokasi.
- Airport tax : pajak bandara.

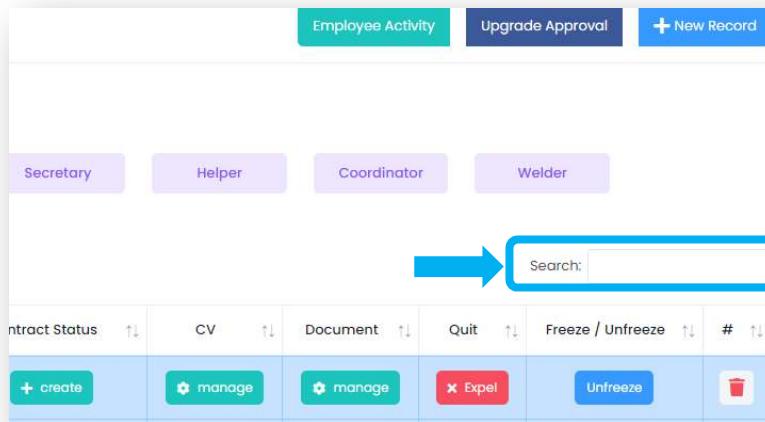
The screenshot shows the CYPHER Vessel Holding Indonesia software interface. At the top, there is a navigation bar with tabs: General, Asset, Procurement, PO & WO, Marketing, HRD (highlighted with a blue box), Finance, Reports, and Technical. A blue arrow points from the 'HRD' tab down to the 'Employee' link in the main content area. The main content area is titled 'Travel Order' and contains a message: 'This page contains a list of Travel Order which has been formed.' Below the message, there are several buttons: 'Announcement', 'Employee' (highlighted with a blue box), 'Crew Operation Notification', and 'Crew Location HR'.

Financial traveling bersumber dari menu HRD > Employee. Jika menu Employee diklik, akan muncul form berikut ini.

The screenshot shows the 'Employee' list view in the CYPHER software. At the top, there are buttons for 'Employee Activity', 'Upgrade Approval', and '+ New Record'. Below that are several filter buttons: All, Expired, Staff, Field, Manager, ROD, Konsultasi, Local Crew, Marketing, Secretary, Helper, Coordinator, and Welder. The main area displays a table of employees with the following columns: #, Name, Type, ID, Level, Division, Contract Status, CV, Document, Quit, Freeze / Unfreeze, and Actions. There are four entries in the table:

#	Name	Type	ID	Level	Division	Contract Status	CV	Document	Quit	Unfreeze	Actions
1	Ahmed Syahqurulhaquddin	Field	VESSEL-K0502202102	Field	Operation	+ create	manage	manage	X Expel	Unfreeze	⋮
2	Akmor Muliq Iman	Field	VESSEL-K0502202103	Field	Operation	+ create	manage	manage	X Expel	Unfreeze	⋮
3	Angga Pratama	Helper	VESSEL-K0502202101	Helper	GA	+ create	manage	manage	X Expel	Unfreeze	⋮
4	Anggra Andara Potten	Field	VESSEL-K1608202101	Field Security	Security	+ create	manage	manage	X Expel	Unfreeze	⋮

Back



Gunakan kolom pencarian untuk menemukan nama karyawan.

ID	Name	Type	ID	Level	Division	Contract Status	CV	Document	Quit	Freeze / Unfreeze	#
12	M. Alansah Abd Sattah	Field	VESSEL-K2308202102	Field	Field	Waiting approval	manage	manage	Expel	Unfreeze	

Klik tombol pada kolom nama.

Back

M. Alamsah Abd
Basith
2-FIELD

 Personal Information

 Profile Management

 Attachment Management

 CV Management

 Join Date Management

 Financial Management

 Insurance Management

 Back

Personal Information

Avatar 

Personal Data

Address Dsn. Bangilan RT.1/RW.6, Kel Bangilan, Kab. Tuban, Jawa Timur

Religion islam

Date of Birth 16 May 1997

Mobile Phone 085334669692 / 0

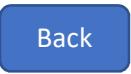
Phone

Bank Account 

Attendance Data

Attendance Password  Assign account for this employee in Profile Management

Financial Traveling bersumber dari financial management di menu HRD > Employee.

 Back

Edit Travel Order Detail

Travel Order											Ticketing View		New Travel Order	
This page contains a list of Travel Order which has been formed.											Search:			
#	TO #	Employee	Destination	Project	Departs On	Returns On	FT	Approval	Check	Status	Action			
A	039/VESSEL/TO/IX/21	Alamsyah Abd Basith	Almin Brugis	(2021) (ON GONG) PT Pertamina EP Zona 7 Regional 2 - Akasia Bayus Jasa Penyediaan Siswa Early Production Facilities di Seluruh Lapangan Asset 3	24 August 2021	30 September 2021	0.00	daya ot 24 September 2021	check	Pay	<input type="checkbox"/>			
B	039/VESSEL/TO/IX/21	Alamsyah Abd Basith	Bambu Besar	(2021) (ON GONG) PT Pertamina EP Zona 7 Regional 2 - Bambu Besar - Jasa Penyediaan Siswa Early Production Facilities di Seluruh Lapangan Asset 3	24 August 2021	30 September 2021	0.00	daya ot 24 September 2021	check	Pay	<input type="checkbox"/>			

Travel order yang sudah dibuat kemudian ditampilkan pada tabel. Jika pengguna ingin mengubah data, klik nomor TO. Akan ditampilkan form berikut.

Edit Travel Order Detail

Itinerary of M. Alamsyah Abd Basith

Departs On	19/08/2021
Returns On	12/09/2021
Duration	24 day(s)
Project	Warehouse 2021
From Airport	- (*input will be issued when air tickets)
To Airport	- (*input will be issued when air tickets)
Destination	Warehouse
Destination Type	Warehouse
Travel Type	Regular
Working Environment Condition	Normal

Back

Financial Traveling

Spending: FT

Overnight: FT

Meal: FT

Total Transport: (Select local transport)

Project Transportation: FT Travel/Boat (IDR 0.00) FT Taxi (IDR 0.00) FT Car Rent (IDR 0.00)

Airport Tax: FT (IDR 0.00)

Travel Purpose:

 Update

Jika sudah melakukan perubahan, klik tombol “Update” di kanan bawah.

Back

Financial Traveling Detail

Travel Order											Ticketing view	+ New Travel Order
This page contains a list of travel order which has been formed.												
Show	TO #	Employee	Destination	Project	Departs On	Returns On	FT	Approval	Check	FT Status	Action	
10	088/V/001/TO/8/21	Akasia Bogas	(2021) (ON GOING) PT Pertamina EP Zona 7 Regional 2 - Akasia Jagus - Jasa Penyediaan Sewo Early Production Facilities di Seluruh Lopongan Asset 3	24 August 2021	24 August 2021	0.00		dasya ot 24 September 2021	check	Pay	Print	
10	088/V/ESSR/TO/8/21	Bambu Besar	(2021) (ON GOING) PT Pertamina EP Zona 7 Regional 2 - Bambu Besar - Jasa Penyediaan Sewo Early Production Facilities di Seluruh Lopongan Asset 3	24 August 2021	30 September 2021	0.00		dasya ot 24 September 2021	check	Pay	Print	

Untuk melihat detail dari financial traveling, klik tombol pada kolom FT

Financial Traveling			
M. Alamsyah Abd Basith (field)			
Name	By Vessel	Day	Cost
Meal	0	0 day(s)	0
Spending	0	0 day(s)	0
Stay Over/night	0	0 day(s)	0
Local Transportation By	0	-	0
Transport Travel/Hotel	0.00	-	0.00
Taxi	0.00	-	0.00
Cover Rent	0.00	-	0.00
Airport Tax	0.00	-	0.00
Total Cost			0.00

Kemudian akan teralihkan ke halaman di atas. Pengguna dapat mencetak berkas travel order maupun financial traveling dengan klik tombol print di kanan atas.

[Back](#)

Timesheet Approval

Departs On	Returns On	FT	Approval	Check	FT Status	Action
16 November 2022	16 November 2022	1,340,00	waiting	N/A	N/A	
19 August 2021	12 September 2021	0.00	dasya at 24 September 2021	check	Pay	

Untuk menyetujui Travel Order yang telah dibuat, klik “waiting” pada kolom Approval.

Timesheet Approval

Personal Information

Employee Name	Rio Indra Sudiarta	Approval
Employee ID	VESZEL-K22051604	Action
Employee Position	Manager Marketing	Notes

Document Information

Document Number	001/vessl/travel/22	Submit
Departure Date	16 November 2022	
Return Date	16 November 2022	
Length	day(s)	
Destination	gudang	
Destination Type	Warehouse	
Travel Type	REGULAR	

Akan tampil halaman berikut. Pada kolom action, terdapat pilihan; Approve (menyetujui) dan Disapprove (tidak menyetujui). Untuk kolom notes, diisi keterangan. Jika sudah, klik tombol submit.

Back

Timesheet Approval Check

Project	Departs On	Returns On	FT	Approval	Check	FT Status	Action
(2021) (ON GOING) PT Pertamina EP Zona 7 Regional 2 – Akasia Bagus – Jasa Penyediaan Sewa Early Production Facilities di Seluruh Lapangan Asset 3	24 August 2021	30 September 2021	0.00	dasya at 24 September 2021	check	Pay	Delete
(2021) (ON GOING) PT Pertamina EP Zona 7 Regional 2 – Bambu Besar – Jasa Penyediaan Sewa Early Production Facilities di Seluruh Lapangan Asset 3	24 August 2021	30 September 2021	0.00	dasya at 24 September 2021	check	Pay	Delete

Jika Travel Order sudah disetujui, pengguna dapat cek kembali lembar persetujuan dengan klik tombol “check”. Kemudian akan dialihkan ke halaman berikut ini;

Timesheet Approval

Personal Information		Approval
Employee Name:	M. Alamroth Abd Basith	<input type="checkbox"/> This Travel Order is completed, and is acknowledge by Operation Division With a change of "Departure Date" to this date.
Employee ID:	VESSEL-K2308202102	12/08/2021
Employee Position:	Field	<input type="checkbox"/> Worked for more than 8 hours a day and staying over at a certain PSH location.
Document Information		12/08/2021
Document Number:	042/VESSEL/10/IX/21	
Departure Date:	19 August 2021	
Return Date:	12 September 2021	
LongOn:	24 day(s)	
Destination:	Warehouse	
Destination Type:	Warehouse	
Travel Type:	REGULAR	

[Submit](#)

Back

Approval

This Travel Order is completed, and is acknowledge by Operation Division

With a change of "Departure Date" to this date

With a change of "Return Date" to this date

Worked for more than 8 hours a day and staying over at a certain PSI location.

Notes

Terdapat tiga checkbox, diantaranya;

- Dengan perubahan “Departure Date” : jika tanggal diubah dan diberi tanda centang, maka departure date akan berubah.
- Dengan perubahan “Return Date” : jika tanggal kedatangan diubah dan diberi tanda centang, maka return date akan berubah.
- Bekerja lebih dari 8 jam sehari dan menginap di lokasi PSI tertentu : jika dicentang, aka nada perubahan pada spending.

Back

Financial Traveling Status

									Ticketing View	+ New Travel Order
Project	Departs On	Returns On	FT	Approval	Check	FT Status	Action			
(2021) (ON GOING) PT Pertamina EP Zona 7 Regional 2 - Akasia Bagus - Jasa Penyediaan Sewa Early Production Facilities di Seluruh Lapangan Asset 3	24 August 2021	30 September 2021	0.00	dasya at 24 September 2021						
(2021) (ON GOING) PT Pertamina EP Zona 7 Regional 2 - Bambu Besar - Jasa Penyediaan Sewa Early Production Facilities di Seluruh Lapangan Asset 3	24 August 2021	30 September 2021	0.00	dasya at 24 September 2021	check					

Untuk mengubah status pembayaran , klik tombol pay pada kolom FT Status.



Isi tanggal pembayaran, kemudian klik tombol Proceed. Pada tabel, status pembayaran akan berubah seperti pada gambar berikut;

Approval	Check	FT Status
waiting	N/A	N/A
 dasya at 24 September 2021	check	Scheduled : 2022-11-19
 dasya at 24 September 2021	check	

Back

Ticketing View

The screenshot shows a list of travel orders with the following columns: Project, Departs On, Returns On, FT, Approval, Check, FT Status, and Action. Two travel orders are listed:

Project	Departs On	Returns On	FT	Approval	Check	FT Status	Action
(2021) (ON GOING) PT Pertamina EP Zona 7 Regional 2 - Akasia Bagus - Jasa Penyediaan Sewa Early Production Facilities di Seluruh Lapangan Asset 3	24 August 2021	30 September 2021	0.00	dasya at 24 September 2021	check		
(2021) (ON GOING) PT Pertamina EP Zona 7 Regional 2 - Bambu Besar - Jasa Penyediaan Sewa Early Production Facilities di Seluruh Lapangan Asset 3	24 August 2021	30 September 2021	0.00	dasya at 24 September 2021	check		

Untuk melihat tiket travel order yang telah selesai, klik tombol “Ticketing View”. Akan tampil halaman berikut;

The screenshot shows a list of travel orders with the following columns: #, TO #, Employee, Destination, Project, Departs On, Returns On, Departure Ticket, and Return Ticket. Three travel orders are listed:

#	TO #	Employee	Destination	Project	Departs On	Returns On	Departure Ticket	Return Ticket
1	042/VESSEL/TO/08/21	M. Alamsyah Abd Basith	Warehouse	Warehouse 2021	16 August 2021	12 September 2021		
2	041/VESSEL/TO/08/21		Warehouse	Warehouse 2021	16 August 2021	13 September 2021		
3	040/VESSEL/TO/08/21	Ahmad Syafiq Nurfaizuddin	Bambu Besar		24 August 2021	30 September 2021		

Back