

# TRAVEL ORDER

Travel Order

Ticketing View

New Travel Order

This page contains a list of Travel Order which has been formed.

Show 10 entries

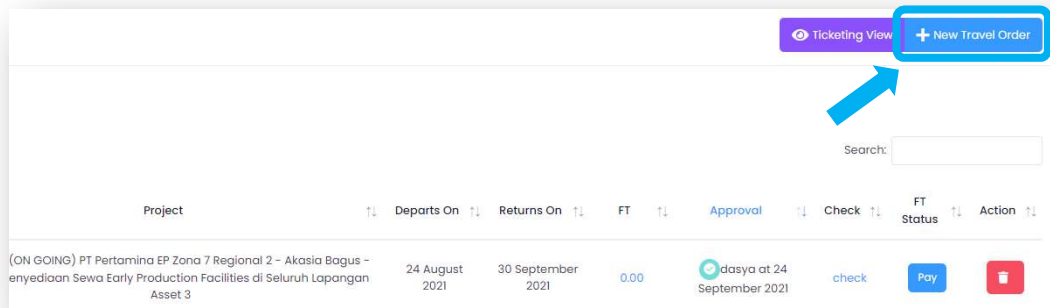
Search

#	TO #	Employee	Destination	Project	Departs On	Returns On	FT	Approval	Check	FT Status	Action
4	035/vf550/10/x/21		Akasia (lagus)	(2021) (CN OOHQ) PT Pertamina EP Zona 3 Regional 2 - Akasia (lagus) - Jasa Penyediaan Sewa Early Production Facilities di Seluruh Lapangan Asset 3	24 August 2021	30 September 2021	0.00	disaya at 24 September 2021	check	Pay	
5	036/vssu/10/x/21		Bambu Besar	(2021) (CN OOHQ) 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	disaya at 24 September 2021	check	Pay	
6	037/vssu/10/x/21	Akmal Malik Amal	Bambu Besar	(2021) (CN OOHQ) 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	disaya at 24 September 2021	check	Pay	
9	04/vf550/10/x/21		Warehouse	Warehouse 2021	19 August 2021	12 September 2021	0.00	disaya at 24 September 2021	check	Pay	

Menu Travel Order memuat daftar catatan perjalanan dinas.

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## Create New Travel Order



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

The screenshot shows a modal form titled 'Add Travel Order' with a close button (X) in the top right corner. The form contains three dropdown menus: 'Employee' with the placeholder text 'Select Employee', 'Type of Travel' with the placeholder text 'Select Type', and 'Project' with the placeholder text 'Select Project'. At the bottom right of the form, there are two buttons: 'Close' and 'Proceed' (which has a checkmark icon).

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

### Add Travel Order Detail

Itinerary of Rika Indra Sudianto

Departs On	<input type="text" value="16/11/2022"/>	
Returns On	<input type="text" value="16/11/2022"/>	
Duration	<input type="text"/>	
	day(s)	
Project	<input type="text" value="GSS TREMBUL - EPF - BLORA"/>	
From Airport	<input type="text"/>	
	(*input will be issued when air tickets)	
To Airport	<input type="text"/>	
	(*input will be issued when air tickets)	
Destination	<input type="text"/>	
Destination Type	<input type="text"/>	
Travel Type	<input type="text"/>	
Working Environment Condition	<input type="text" value="Normal"/>	

### Financial Traveling

Spending	<input type="checkbox"/>	FT (IDR 300,000.00)
Overnight	<input type="checkbox"/>	FT (IDR 0.00)
Meal	<input type="checkbox"/>	FT (IDR 60,000.00)
Local Transport	<input type="text" value="- Select Local Transport -"/>	
Project Transportation	<input type="checkbox"/>	FT Travel/Boat (IDR 980,000.00)
	<input type="checkbox"/>	FT Taxi (IDR 50,000.00)
	<input type="checkbox"/>	FT Car Rent (IDR 0.00)
Airport Tax	<input type="checkbox"/>	FT (IDR 0.00)

### Travel Purpose

Save

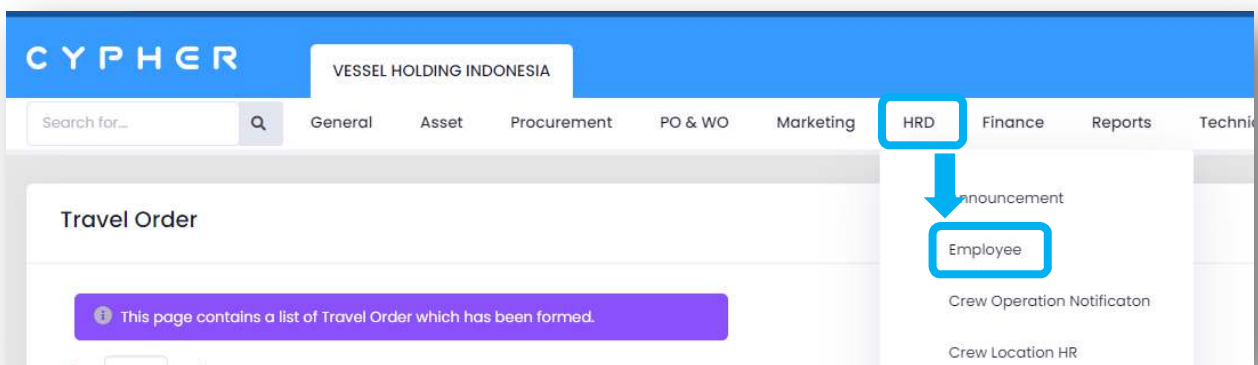
Kemudian akan otomatis beralih ke form input selanjutnya. Isi semua detail dari travel order. Kemudian klik tombol save.

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## 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.

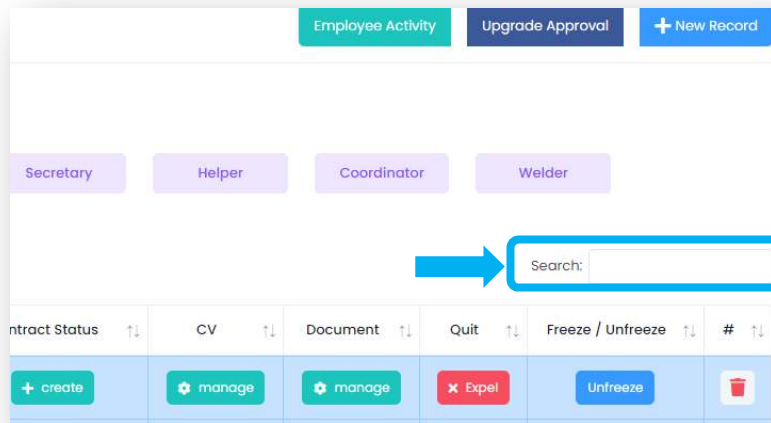


Financial traveling bersumber dari menu HRD > Employee. Jika menu Employee diklik, akan muncul form berikut ini.

The screenshot shows the Employee management interface. At the top, there are buttons for 'Employee Activity', 'Upgrade Approval', and '+ New Record'. Below these are filters for 'All' and 'Expired'. A row of role-based filters is shown: Staff, Field, Manager, ROD, Konsultan, Local Crew, Marketing, Secretary, Helper, Coordinator, and Welder. A 'Show: 100 entries' indicator is present. The main table lists employees with columns for #, Name, Type, ID, Level, Division, Contract Status, CV, Document, Quit, Freeze / Unfreeze, and #. The table contains four entries:

#	Name	Type	ID	Level	Division	Contract Status	CV	Document	Quit	Freeze / Unfreeze	#
1	Ahmad Syafiq Hurlakhuddin	Field	VESSEL-K007202002	Field	Operation	+ create	+ manage	+ manage	X: Expel	Unfreeze	
2	Akmar Muli Ismail	Field	VESSEL-K007202003	Field	Operation	+ create	+ manage	+ manage	X: Expel	Unfreeze	
3	Anggo Pratitya	Helper	VESSEL-K2009202001	Helper	SA	+ create	+ manage	+ manage	X: Expel	Unfreeze	
4	Anggo Andara Fathih	Field	VESSEL-K006202001	Field Security	Security	+ create	+ manage	+ manage	X: Expel	Freeze	

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Gunakan kolom pencarian untuk menemukan nama karyawan.



Klik tombol pada kolom nama.

M. Alamsah Abd Basith

2-FIELD

Personal Information

Profile Management

Attachment Management

CV Management

Join Date Management

Financial Management

Insurance Management

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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

Bank Account

Attendance Data

Attendance Password

Assign account for this employee in Profile Management

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

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## Edit Travel Order Detail

**Travel Order** Ticketing view + New Travel Order

ⓘ This page contains a list of Travel Order which has been formed.

Show 10 entries Search:

#	TO #	Employee	Destination	Project	Departs On	Returns On	FT	Approval	Check	FT Status	Action
4	<a href="#">028/VESSEL/TO/W/21</a>	Akasia Bagus		(2021) (CN GONG) 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	<span>disaya at 24 September 2021</span>	<span>check</span>	<span>Pay</span>	<span></span>
5	<a href="#">028/VESSEL/TO/W/21</a>	Bambu Besar		(2021) (CN GONG) 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	<span>disaya at 24 September 2021</span>	<span>check</span>	<span>Pay</span>	<span></span>

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. Alamsah Abd Basith

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

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Financial Traveling

Spending ☐ FT

Overnight ☐ FT

Meal ☐ FT

Local Transport

Project Transportation ☐ FT Travel (Boat) (DR 0.00) ☐ FT Taxi (DR 0.00) ☐ FT Car Rent (DR 0.00)

Airport Tax ☐ FT (DR 0.00)

Travel Purpose

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

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## Financial Traveling Detail

Travel Order

Ticketing view

+ New Travel Order

This page contains a list of travel Order which has been formed.

Show 10 entries

Search:

#	TO #	Employee	Destination	Project	Departs On	Returns On	FT	Approval	Check	FT Status	Action
4	<a href="#">G89/VESSEL/TO/IN/21</a>	Akasia Bagas	(2021) (ON GOING) PT Pertamina EP Zona 7 Regional 2 - Akasia Bagas - Jasa Penyediaan Sewa Early Production Facilities di Seluruh Lapangan Asset 3	24 August 2021	30 September 2021	0.00	<div>dasya at 24 September 2021</div> <div>check</div> <div>Pay</div> <div></div>				
5	<a href="#">G88/VESSEL/TO/IN/21</a>	Bambu Besar	(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	<div>dasya at 24 September 2021</div> <div>check</div> <div>Pay</div> <div></div>				

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

Financial Traveling

[Back](#) [Print](#) [Print](#)

M. Alamsah Abd Basith (Field)

Name	By VESSEL	Day(25)	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
Transportation (Travel)	0.00	-	0.00
Total	0.00	-	0.00
Cash 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.

## Timesheet Approval

[Ticketing View](#) [+ New Travel Order](#)

Search:

Departs On	Returns On	FT	Approval	Check	FT Status	Action
16 November 2022	16 November 2022	1,340,000	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 Back

Personal Information

Employee Name

Rio Indra Sudiana

Employee ID

VE525-K22051904

Employee Position

Manager Marketing

Document Information

Document Number

BBJ/Vessn/10/11/22

Departure Date

16 November 2022

Return Date

16 November 2022

Length

day(s)

Destination

asdadad

Destination Type

Warehouse

Travel Type

REGULAR

Approval

Action

Notes

Submit

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.

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## Timesheet Approval Check

Ticketing View

+ New Travel Order

Search:

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	
(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	

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

Employee Name

M. Alamsah Abd Baslith

Employee ID

V83561-K2308202102

Employee Position

Field

Document Information

Document Number

042/V83561/10/hj/21

Departure Date

19 August 2021

Return Date

12 September 2021

Length

24 day(s)

Destination

Warehouse

Destination Type

Warehouse

Travel Type

REGULAR

Approval

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

☐

With a change of "Departure Date" to this date

10/08/2021

☐

With a change of "Return Date" to this date

12/09/2021

☐

Worked for more than 9 hours a day and staying over at a certain PSI location.

Notes

Submit

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Approval

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

☐ With a change of "Departure Date" to this date 19/08/2021

☐ With a change of "Return Date" to this date 12/09/2021

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

Notes

Submit

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.

## Financial Traveling Status

Ticketing View

+ New Travel Order

Search:

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		<div>Pay</div>	<div></div>
(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	<div>Pay</div>	<div></div>

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

041/VESSEL/TO/IX/21

Set Payment Date

Close

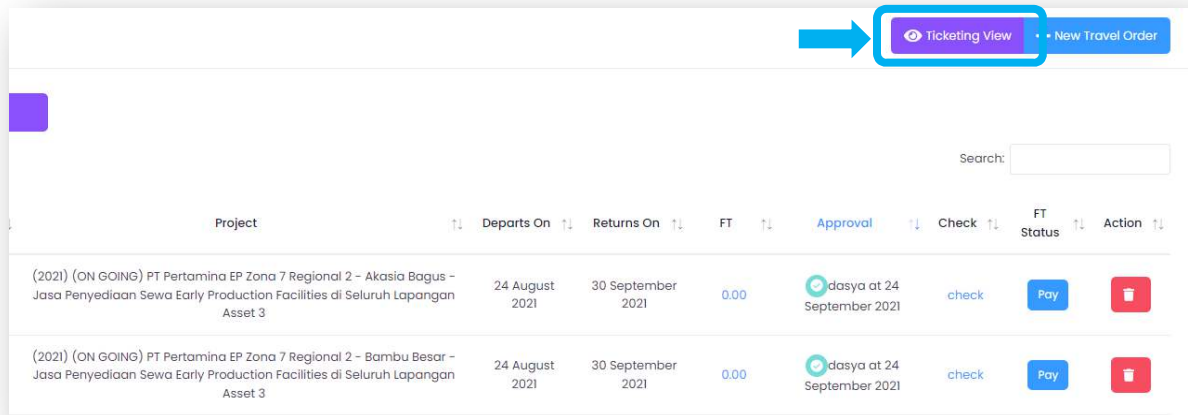
✓ Proceed

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	Pay

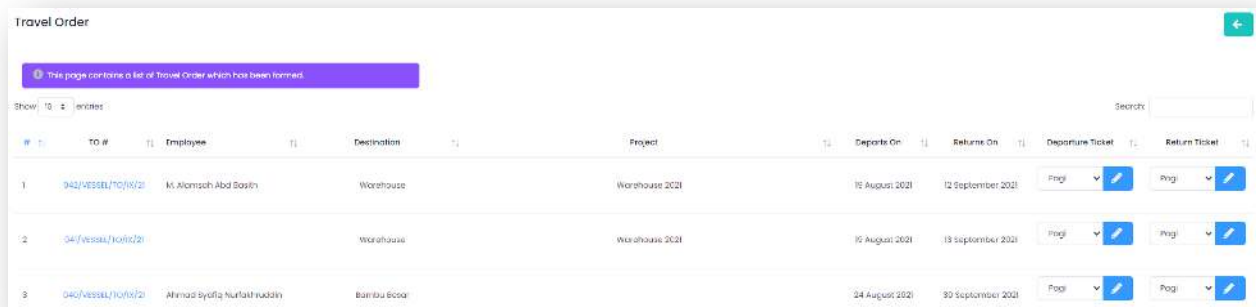
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## Ticketing View



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	
(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	

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



This page contains a list of Travel Order which has been formed.

#	TO #	Employee	Destination	Project	Departs On	Returns On	Departure Ticket	Return Ticket
1	042/VESSBL/TO/KS/21	M. Mamsah Abd Basih	Warehouse	Warehouse 2021	19 August 2021	12 September 2021		
2	041/VESSBL/KSR/21		Warehouse	Warehouse 2021	15 August 2021	19 September 2021		
3	042/VESSBL/TO/KS/21	Ahmad Syarif Nurfaizuddin	Bambu Besar		24 August 2021	30 September 2021		

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