

TINJAUAN ATAS PROSEDUR PERJALANAN DINAS PADA SATUAN KERJA BADAN PERAKITAN DAN MODERNISASI PERTANIAN PERKEBUNAN KOTA BOGOR

Oleh:

Siti Nur Asih Silviani

ABSTRAK

Perjalanan dinas adalah kegiatan kerja yang dilakukan oleh pegawai untuk membantu menjalankan tugas dan fungsi lembaga pemerintah. Pelaksanaan perjalanan dinas harus dilakukan sesuai dengan aturan yang berlaku agar administrasinya rapi, penggunaan anggarannya jelas, dan bisa dipertanggungjawabkan. Kajian ilmiah ini bertujuan untuk memahami aturan yang berlaku dalam melakukan perjalanan dinas, langkah-langkah dalam menjalankan perjalanan dinas, serta hambatan yang dihadapi dalam pelaksanaannya di Satuan Kerja Badan Perakitan dan Modernisasi Pertanian Perkebunan Kota Bogor. Metode yang digunakan adalah metode deskriptif dengan pendekatan kualitatif melalui observasi, wawancara, pustaka, dan dokumentasi terhadap dokumen perjalanan dinas. Hasil kajian menunjukkan bahwa prosedur perjalanan dinas dilaksanakan melalui tahapan pengajuan usulan, pemeriksaan dokumen, persetujuan pejabat berwenang, pencairan biaya perjalanan dinas, pelaksanaan kegiatan, serta penyusunan dan penyampaian laporan pertanggungjawaban. Dokumen yang digunakan meliputi surat tugas, Surat Perjalanan Dinas (SPD), undangan kegiatan, bukti pengeluaran, laporan pertanggungjawaban, dan laporan perjalanan dinas. Berdasarkan hasil kajian, prosedur perjalanan dinas telah dilaksanakan sesuai dengan ketentuan dalam PMK Nomor 119 Tahun 2023.

Kata Kunci: Prosedur, Perjalanan Dinas, Dokumen, PMK Nomor 119 Tahun 2023.

**REVIEW OF OFFICIAL TRAVEL PROCEDURES AT THE
AGRICULTURAL AND PLANTATION MACHINERY
ASSEMBLY AND MODERNIZATION AGENCY WORK UNIT
BOGOR CITY**

By:

Siti Nur Asih Silviani

ABSTRACT

Official travel is a work-related activity undertaken by employees to assist in carrying out the duties and functions of a government agency. Official travel must be conducted in accordance with applicable regulations to ensure orderly administration, clear budget allocation, and accountability. This scientific study aims to understand the applicable regulations governing official travel, the steps involved in conducting official travel, and the obstacles encountered in its implementation at the Bogor City Agricultural and Plantation Assembly and Modernization Agency. The method used was a descriptive method with a qualitative approach through observation, interviews, literature review, and documentation of official travel records. The results of the study indicate that official travel procedures are carried out through the following stages: submission of a proposal, document review, approval by the authorized official, disbursement of travel expenses, implementation of activities, and the preparation and submission of accountability reports. The documents used included assignment letters, Official Travel Orders (SPD), event invitations, proof of expenses, accountability reports, and official travel reports. Based on the study's findings, the official travel procedures were carried out in accordance with the provisions of PMK No. 119 of 2023.

Keywords: *Procedures, Business Travel, Documents, Minister of Finance Regulation No. 119 of 2023.*