



MENTERI KEUANGAN  
REPUBLIK INDONESIA

COPY OF  
REGULATION OF THE MINISTER OF FINANCE  
NUMBER 64/PMK.011/2011  
CONCERNING

THE AMENDMENT TO REGULATION OF THE MINISTER OF FINANCE NUMBER  
97/PMK.05/2010 ON OVERSEA OFFICIAL TRAVELS FOR STATE OFFICIALS, PUBLIC  
SERVANTS, AND NON-PERMANENT PUBLIC SERVANTS

BY THE GRACE OF GOD ALMIGHTY  
THE MINISTER OF FINANCE,

Considering

- a. that with the enactment of Regulation of the Minister of Finance Number 100/PMK.02/2010 on Cost Standard for Fiscal Year 2010, it is considered necessary to regulate certain provisions concerning costs for official travels which have been set forth in the Regulation of the Minister of Finance Number 97/PMK.02/2010 on Oversea Official Travels for State Officials, Public Servants, and Non-Permanent Public Servants;
- b. that based on the consideration as referred to in letter a, it is necessary to stipulate Regulation of the Minister of Finance concerning the Amendment to Regulation of the Minister of Finance Number 97/PMK.05/2010 on Oversea Official Travels for State Officials, Public Servants, and Non-Permanent Public Servants;

In View of

- 1 Presidential Decree Number 56/P Year 2010;
- 2 Regulation of the Minister of Finance number 97/PMK.05/2010 on Oversea Official Travels for State Officials, Public Servants, and Non-Permanent Public Servants;
- 3. Regulation of the Minister of Finance Number 100/PMK.02/2010 on Cost Standard for Fiscal Year 2011;

DECIDES

To stipulate

: REGULATION OF THE MINISTER OF FINANCE CONCERNING  
THE AMENDMENT TO REGULATION OF MINISTER OF  
FINANCE NUMBER 97/PMK.05/2010 ON OVERSEA OFFICIAL  
TRAVELS FOR STATE OFFICIALS, PUBLIC SERVANTS, AND  
NON-PERMANENT PUBLIC SERVANTS

Article I

Some provisions in Regulation of the Minister of Finance Number



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97/PMK.05/2010 on Oversea Official Travels for State Officials, Public Servants, and Non-Permanent Public Servants, are amended as follows:

1. The Provisions in Article 15 item (1) and item (4) are amended and one (1) item is inserted between item (3) and item (4), namely item (3a), so Article 15 shall read as follows:

Article 15

- (1) Costs for Official Travels are classified into four (4) categories, among others:
  - a. Category A, for Ministers, Chairmen and Vice Chairmen of State's High Institutions, Plenipotentiary Extraordinary Ambassadors/Heads of Representative, and other equivalent state officials including Heads of Non-Ministerial Government Institutions and Heads of Other Institutions formed under the laws and regulations;
  - b. Category B, for Ambassadors, Civil Servants of Level IV/c and above, 1<sup>st</sup> Echelon Officials, 2<sup>nd</sup> Echelon Officials, High Officers of TNI/Police, Members of State's High Institutions, President's special envoy, and other equivalent officials;
  - c. Category C, for Civil Servants of Level III/c up to Level IV/b and Intermediate Officers of TNI/Polri; and
  - d. Category D, for Civil Servants and members of TNI/ Polri other than as referred to in letter b and letter c.
- (2) Aside from stipulation of cost categories for Official Travels as referred to in item (1), for Non-Permanent Public Servants/Other Parties, stipulation shall be carried out by authorized officials, according to their education/expertise/properness of duty of the pertinent Non-Permanent Public Servants/other parties.
- (3) Daily money shall be provided based on category group of Official Travels as referred to in item (1) in a maximum rate as listed in Cost Standard set forth in Regulation of Minister of Finance.
- (3a) The amount of daily money for accredited countries which are not listed in Appendix of this Regulation of the Minister of Finance which regulates the Cost Standard referring to the amount of daily money of the countries where the



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Representatives of the Republic of Indonesia are domiciled.

- (4) Classification of Transportation Mode class for each category shall be as follows:
- a. Air Transportation Mode consisting of:
    - 1) First Classification shall be provided to Category A;
    - 2) Business Classification shall be provided to Category B; or
    - 3) Published Classification shall be provided to Category C and Category D, and if travel time is more than eight (8) flight hours (excluding transit time), then Business Classification shall be provided; and
  - b. Land and Water Transportation Modes, at least Business Classification for all Categories.
- (5) Wives/husbands of State Officials/ Public Servants who are permitted by the President or appointed Official, to conduct/follow the Oversea Official Travels shall have the same categories as the categories of their husbands/ wives.
- (6) Family members as referred to in Article 12 item (4) shall be classified according to the last categories of the died State Officials/Public Servants.
- (7) For entourage and indivisible Official Travel for State Officials/Public Servants/Non-Permanent Public Servants, its category can be defined to follow one of categories enabling them to stay in a same hotel.
- (2) Provisions in Article 28 is amended, so it the Article shall read as follows:

Article 28

Cost accountability documents of Official Travels shall consist of:

- a. Assignment letter from the competent authority;
- b. Government approval letter issued by the President or appointed official, as principal permit for oversea Official Travel;
- c. Official Travel Order signed by the competent authority in domestic or oversea destination;
- d. Copy of passport pages, affixed with departure/arrival stamp/sign by:
  - 1) the competent authority in country of domicile/departure



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- and country of destination for Official Travel; or
- 2) the competent authority in the country of domicile/departure one of destination countries for Official Travel applying exit/permit provisions in certain areas;
- e. Proof of Daily money receipt pursuant to the number of days used to carry out the official travel;
  - f. Proof of legitimate expenditure for transportation costs, consisting of:
    - 1) proof of transportation ticket bill and/or proof of payment for other transportation modes, and
    - 2) Boarding pass, airport tax, visa, and retribution;
  - g. List of real expenditures, in the case that the proof of expenditures for transportation purposes is not obtained, in accordance with the format as set forth in Appendix III which is an integral part of this Regulation of Minister of Finance;
  - h. Proof of a legitimate expenditure for lodging costs for Official Travel as referred to in Article 7 item (1) letter c; and
  - i. Proof of a legitimate expenditure for the use of representation money as referred to in Article 16 letter d.

Article II

This Regulation of the Minister of Finance shall come into force on the date of promulgation.

For public cognizance, this Regulation of the Minister of Finance shall be promulgated by placing it in State Gazette of the Republic of Indonesia.

Stipulated in Jakarta

On March 30, 2011

THE MINISTER OF FINANCE

Signed

AGUS D.W. MARTOWARDOJO

Promulgated in Jakarta

On 30 March 2011

THE MINISTER OF LAW AND HUMAN RIGHTS

Signed,

PATRIALIS AKBAR



MENTERI KEUANGAN  
REPUBLIK INDONESIA

STATE GAZETTE OF THE REPUBLIC OF INDONESIA YEAR 2011 NUMBER 163

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HEAD OF THE GENERAL AFFAIRS BUREAU

represented by

HEAD OF THE MINISTERIAL ADMINISTRATIVE DIVISION

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