

ABSTRACT

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PROCEDURE FOR CHECKING DOCUMENTS AND FILLING OUT DOCUMENT CROSS FLOW SHEET FOR OFFICE TRAVEL ACTIVITIES AT PPPTMGB "LEMIGAS"

Center for Research and Development of Oil and Gas Technology (PPPTMGB) "LEMIGAS" is an oil and gas institution as a center for research and development of oil and gas. Implementation of Professional Work at PPPTMGB "LEMIGAS" provides benefits for gaining new knowledge and experience by being directly involved in the world of work. During the implementation of Professional Work, Practitioners are placed in the Finance Sub Division of Verification Management and Billing Examiners. The practitioner gets the task of entering official travel data contained in the submission document for recalculation and checking if there are other errors, then filling in the cross-document flow. In the implementation of professional work, there must be obstacles experienced, with the obstacles experienced when carrying out professional work, the practitioner gets the opportunity to be able to solve a problem and find solutions to overcome the obstacles that occur.

Keywords: Examination, Official Travel, Documents, Lemigas, Procedure, Oil and Gas