



ICAESS

International
Conference on Applied
Economics and
Social Science

ANALYZING OFFICIAL TRAVEL PRIORITIZATION

BASED ON THE PYRAMID TRAVEL OF NECESSITY MODEL

INTRODUCTION



The Directorate of Port Management is one of the units under BP Batam responsible for the management and development of ports in the Batam area. This agency serves as the developer and operator of major ports such as Batu Ampar, Kabil, Nongsa Beach, and Sekupang. This policy supports the national port development program and strengthens international trade by improving the smooth flow of goods and the growth of Batam's industrial areas.

PRATICAL PROBLEM

Based on observations and direct work experience, several issues were identified within the Expenditure Treasurer Unit, particularly in relation to:



The accumulation of Official Travel documents

This situation is exacerbated by the lack of a clear classification of the urgency of official travel, resulting in a backlog of official travel documents. Therefore, strategic steps are needed through the implementation of the Pyramid of Travel Necessity as a model for classifying the urgency of official travel

LITERATURE REVIEW



Concept of Official Travel

Official travel is travel outside the place of duty carried out on the orders of an authorized official to carry out official duties, with the costs charged to the state budget (Ministry of Finance of the Republic of Indonesia, 2023).

According to **Raharjo et al. (2024)**, effective internal control improves accountability and ensures that expenditures comply with regulations. In official travel, this control is carried out through checking the completeness and suitability of official travel documents, while official travel analysis becomes a tool for assessing the management of urgency levels within agencies.



Framework for Official Travel in Government Administration



Analysis of Official Travel Urgency Scale

According to **Jmari et al. (2025)**, the effectiveness of information systems and management controls plays an important role in improving the quality of decision-making, as it enables objective classification of activities and ensures efficiency and accountability, thereby allowing the urgency of business trips to be assessed in a measurable manner and avoiding duplication of activities.



Priority Indicators in Activity Planning

Wijaya and Imbar (2021) state that priority indicators are used to determine the level of importance of an activity. These indicators help organizations identify which activities should be prioritized based on needs and benefits, thereby making decision-making more systematic and resource allocation more effective and efficient.

The indicators for determining the urgency of official travel based on **ISO 31000 (2018)**. This standard emphasizes the achievement of objectives, performance improvement, and decision-making that takes into account risk, time factors, and alternative courses of action.



Pyramid Travel of Necessity Model

According to Maslow (as cited in **Mustofa, 2022**), which emphasizes the principle of hierarchy in setting priorities. In this theory, Maslow posits that human needs are arranged hierarchically, starting from basic needs and culminating in self-actualization. In the context of public sector management, this model is used to classify official travel based on its level of urgency and relevance to agency performance.

SOLUTION

The proposed solution is the development of a Travel Necessity Pyramid Model, which adapts Maslow's (1943) Hierarchy of Needs concept by incorporating a priority indicator approach based on Wijaya and Imbar (2021) and the risk management principles of ISO 31000:2018.

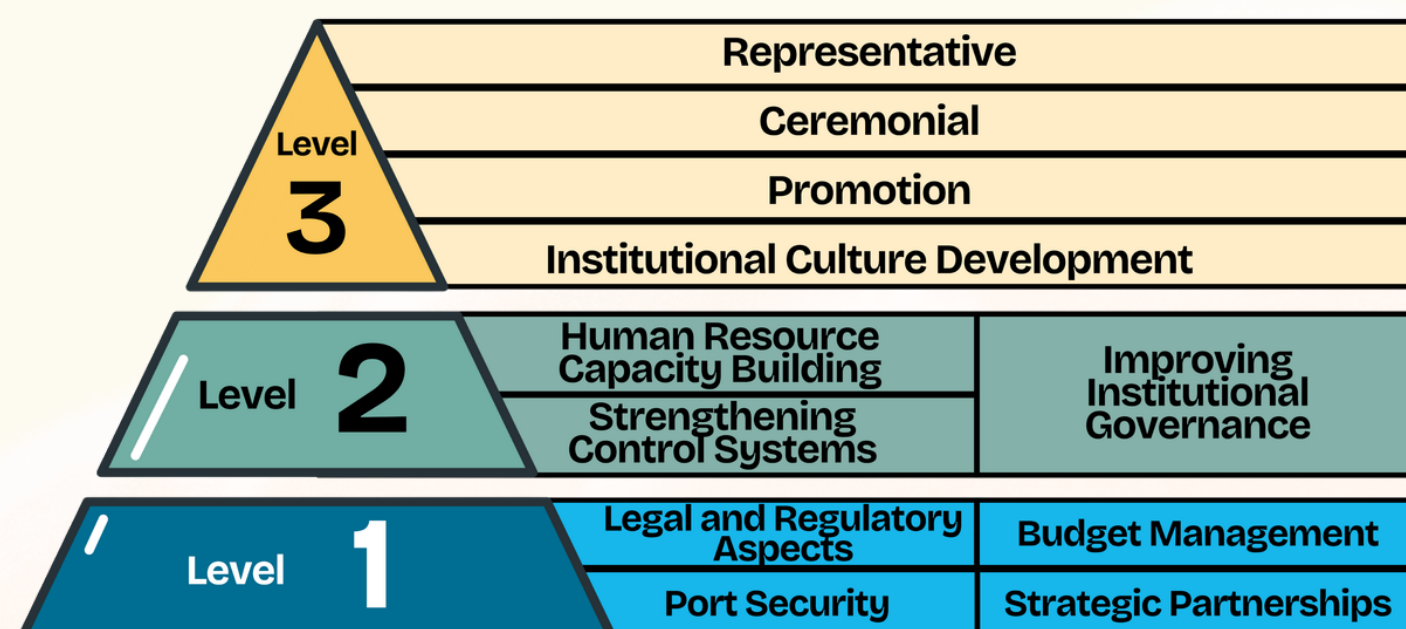


Official Travel Priority Indicators

Indicator	Category		
	Level 1	Level 2	Level 3
Relevance of Activity to Agency's	Highly relevant to core responsibilities and functions	Quite relevant	Less relevant
The Impact of Activities on Performance	Has a direct and significant impact	Indirect impact	Minimal impact
The urgency of the implementation timeline	Urgent (cannot be postponed)	Important but still can be postponed	Not urgent
Risks if the plan is not implemented	High risk	Moderate risk	Low risk
Availability of Implementation Alternatives	There are no alternatives	Limited alternatives	Alternatives are available



Results of the Official Travel Urgency Level Analysis at DPK



Source: Processed by the Author (2026)

The Official Travel documents held by the Directorate of Port Management, covering a total of 89 trips, served as the basis for the analysis.

REFERENCES



British Standards Institution. (2018). BS ISO 31000:2018 Risk management—Guidelines. BSI.

Jmari, S., Oubdi, K., & Khaddouj, K. (2025). Optimisation of Governance in Public Institutions: The Catalytic Potential of Information Systems and Management Control. International Journal of Data Analysis and Management, 4(1), 45–57.

Kementerian Keuangan Republik Indonesia. (2023). Peraturan Menteri Keuangan Republik Indonesia Nomor 119/PMK.02/2023 tentang Standar Biaya Masukan Tahun Anggaran 2024. Jakarta: Kementerian Keuangan RI.

Mustofa, A. Z. (2022). Hierarchy of human needs: A humanistic psychology approach of Abraham Maslow. Kawanua International Journal of Multicultural Studies, 3(2), 30–35.

Raharjo, A., Sarjito, & Duarte, A. (2024). Implementation of the internal control system in increasing the accountability of the financial reports. Formosa Journal of Social Sciences, 3(2), 115–126.

Wijaya, W. A., & Imbar, R. V. (2021). Analisis indikator prioritas pada smart library dengan menggunakan metode analytic hierarchy process. Jurnal Strategi, 3(2), 421–433.



Student

Firda Luzcyana | 3112301038



Supervisor

Danar Irianto

Accounting Study Program
Departement of Management Business