

**TUGAS SEKRETARIS DALAM MENANGANI PERJALANAN DINAS LUAR KOTA
PIMPINAN PADA PT DEMETA TELNET JAKARTA**

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Abstract

The aim of the research is to describe the secretarial duties in handling the leader's official travel in PT Demeta Telnet. Meanwhile the limitation of this research is the leader's official travel in PT Demeta Telnet Jakarta. This is qualitative research, meanwhile the Researcher did three approaches in collecting data, those are; participant observation, interview and literature study. The result of this research shows that there are many problems faced by the secretary in handling the leader's official travel, those are; problem in accommodation and transportation.

Keywords: secretary, leader, official travel, accommodation, transportation.