ABSTRAK

Proses persetujuan perjalanan dinas pada Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu (DPMPTSP) Kabupaten Banyuasin masih dengan pencatatan, pemeriksaan dan penilaian secara konvensional, sehingga berpotensi menimbulkan subjektivitas dalam penentuan prioritas, duplikasi pengajuan pegawai pada waktu yang sama, serta kurang optimalnya pengelolaan administrasi perjalanan dinas. Dalam penelitian ini dikembangkan sebuah sistem pendukung keputusan yang bertujuan membantu proses penentuan prioritas persetujuan perjalanan dinas secara objektif, mendeteksi duplikasi pengajuan secara otomatis, serta meningkatkan efisiensi dan transparansi proses pengajuan perjalanan dinas. Penelitian menggunakan teknik pengumpulan data melalui observasi dan wawancara, metode pengembangan sistem *Rapid Application Development* (RAD), serta metode *Simple Additive Weighting* (SAW). untuk melakukan penilaian dan perankingan pengajuan berdasarkan kriteria urgensi kegiatan, jabatan atau kesesuaian bidang, jumlah peserta, jarak tujuan perjalanan, dan lama perjalanan. Hasil penelitian menunjukkan bahwa sistem berhasil melakukan perankingan pengajuan secara otomatis, mendeteksi duplikasi pengajuan pegawai pada tanggal yang sama, serta mendukung pengelolaan laporan perjalanan dinas secara digital. Dengan demikian, penerapan metode SAW pada sistem dapat membantu meningkatkan objektivitas, efisiensi, dan transparansi dalam proses persetujuan perjalanan dinas di DPMPTSP Kabupaten Banyuasin.

Kata Kunci: Sistem Pendukung Keputusan, *Simple Additive Weighting* , Perjalanan Dinas, Prioritas Persetujuan, DPMPTSP.

ABSTRACT

The official travel approval process at the Banyuasin Regency Investment and One-Stop Integrated Services Office (Dinas Penanaman Modal dan Pelayanan Terpadu Satu Pintu/DPMPTSP) is still carried out using conventional recording, verification, and evaluation procedures. This approach has the potential to create subjectivity in determining approval priorities, duplicate travel requests submitted by employees for the same period, and less effective management of official travel administration. This study developed a decision support system to assist in determining the priority of official travel approvals objectively, automatically detect duplicate travel requests, and improve the efficiency and transparency of the official travel request process. The study employed data collection techniques through observation and interviews, the Rapid Application Development (RAD) system development methodology, and the Simple Additive Weighting (SAW) method to evaluate and rank travel requests based on activity urgency, position or field relevance, number of participants, travel destination distance, and travel duration. The results indicate that the system successfully performs automatic ranking of travel requests, detects duplicate requests submitted by employees on the same date, and supports the digital management of official travel reports. Therefore, the implementation of the SAW method within the system contributes to improving objectivity, efficiency, and transparency in the official travel approval process at the Banyuasin Regency Investment and One-Stop Integrated Services Office (DPMPTSP).

Keywords: Decision Support System, Simple Additive Weighting , Official Travel, Approval Priority, DPMPTSP.