

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

King Fahd University of Petroleum & Minerals
General Department of Research Support
(036)



جامعة الملك فهد للبترول والمعادن
الإدارة العامة لدعم البحوث
(٠٣٦)

REQUEST FOR AIRLINE TICKET

EMPLOYEE DETAILS			
Name		Date	
Contractor ID	Department/Center		
Job Title		Joining Date	
Nationality		Point of Origin	
Contract Type			

Flight Details					
Number of Travelers		Visa Needed			
Ticket Type	Round Trip <input type="checkbox"/>	One-Way <input type="checkbox"/>			
Departure City	Dammam	Destination			
Name	Relation to Employee	Date of Birth	Departure	Arrival	

Employee Name and Signature:	
Date:	

Reviewed/approved by the Head of Department/Center	
Name:	
Signature & Date	
Approved by Contract Administration Unit	
Name:	Mr. Mansour Ibraheem Al-Marhoon
Signature & Date	
Approved & Recommended by the Director General of Research Support Department	
Name:	Mr. Mohammad Abdulaziz AL-Suwaiye
Signature & Date	

*Tickets will be booked as per the employee's point of origin upon hiring
**For Family status employees, only the wife and two children under 18 are covered
***Request should be made 3 months in advance
****Rebooking fees will be charged to employees