

King Jahd University of Petroleum & Minerals

General Department of Research Support (036)



جامعة الملك فهد للبنروات و المعادل الإدارة العامة لدعم البحوث (٣٦٠)

Business Travel Application Form												
					Employ	vee Details						
Name	•							KFUPM ID)#			
Department/Center								Location				
Job Ti	lle							Mobile #				•
ls el	Business Trip P Destination	eriod	From	Т				of hours/da	ıys			
Travel Details	Type of Business Trip Purpose of Travel		Planned			Emergency □						
	Return to Work											
Transportation Details	Ticket Class				Land t	ransportation		Private 🗆		KFUPM		
	Departure Dat	e & Time			Approximate Distance in km (I			land transp	ortation)			
	Return Date &	Time			Exit &	Re Entry Visa &	Foreign \	/isa require	d: Yes		No	
Trans	Other travel a	rangeme	ents						1			
Employee Acknowledgement Department/Center Approval												
I undertake to commit to the Per Diem days and return to worl on time. I understand that a detailed and duly signed trip repo												
will be submitted along with the Per diem request to be												
processed.												
Signature						Signature						
Name						Director/Cho	airman					_
Date						Date						
	Director of	Contra	ct Ad	Iministration Unit		Director	r Genero	al of Rese	earch Su	pport Dep	artmer	nt
Mr. Mansour Ibraheem Al-Marhoon							Mr. A	Mohammad	d Abdulaz	iz AL-Suwaiye		
Mr. Mansour Ibraheem Al-Marhoon Mr. Mohammad Abdulaziz AL-Suwaiye												
Vice President's Approval												
		Appr	oved					Not Approv	red:			
Non-	Approval Reaso	n:										
Simmer:												
Signa Date:												
				Pr	esiden	t's Approva	ı					
Approved □							N	Not Approve	ed:			
Non-	Approval Reaso	n:										
		•										
Signa	ture:											
Date:												