

TRAVEL FORM FOR NON-SAUDI FACULTY MEMBERS

NAME	
IQAMA NO.	
NATIONALITY	
ACADEMIC RANK	
EMPLOYEE ID	
EMPLOYER	
MOBILE NO.	
EMAIL	
ORIGINAL COUNTRY AND CITY AS STATED IN THE CONTRACT	

REQUEST TYPE	REIMBURSEME 50% ☐ TRIP ☐
REQUEST WAY	ONE-WAY ☐ ROUND TRIP ☐
IS THE APPLICANT APPOINTMENTED FOR SUMMER SEMESTER?	NO ☐ YES ☐

DEPENDENTS INFORMATION/

ONE WAY	ROUND TRIP	DATE OF BIRTH	RELATIONSHIP	NAME
		/ /		
		/ /		
		/ /		

Important instructions:

- 1-This form must be carefully filled and attached to it a copy of the passport/s and iqama/s with a printed copy from "ABSHER" showing that dependent/s is /are inside Saudi Arabia at the time of this ticket application, if the faculty has already obtained a ticket for any family member/s, please do not list their names.
- 2-Bookings are made by an agent and the University is not responsible for any booking arrangements between the agent and faculty member.
- 3-Do not list any of the dependent/s name in the following cases:
 - Who have transferred their sponsorship to another institution.
 - Child/children over 18 years of age
 - Dependent/s who are outside Saudi Arabia at the time of filling out this form or want to travel before the time of issuing the ticket/s.
 Dependent/s who leave before issuing the tickets is/are not entitled for a ticket. In this case, faculty member/s is/are entitled for a one (1) way reimbursement upon arrival. **NOTE: ticket should only be issued by Saudia Airlines.**
- 4-Faculty members who are appointed to work in summer, only his/her family/dependent is/are eligible for a ticket. If the faculty had a ticket, she/he will be valued for the ticket under Article 34, paragraph 3 of the Regulations of the employment for non-Saudi in the Universities.
- 5-The cost of the ticket/s will be deducted from the faculty member's salary if any breaching or violations occur related to having dependent/s name/s listed who are not in the kingdom or who came on a Visit Visa.

I ACKNOWLEDGE THAT I HAVE READ ALL THE INSTRUCTIONS MENTIONED IN THIS FORM AND ALL THE INFORMATION ABOVE IS CORRECT.

HR OPERATION SIGNATURE	DEAN OF COLLEGE SIGNATURE	FACULTY MEMBER SIGNATURE