



ADMINISTRATIVE & FINACIAL AFFAIRS

Human Resources Office

Date: / /

Number: / /

Air Passage Request Form

Academic Staff Name: _____ Academic Number: _____

Department: _____ Position: _____ Date: ___/___/___

Kindly approve the issuing of my annual leave tickets based on the following data:

| No | Name | Relation ship | DOB | | | Destination |
|----|------|---------------|-----|---|---|-------------|
| | | | D | M | Y | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

The Date of Departure from MUSCAT is: ___/___/___

The Date of Return to MUSCAT is: ___/___/___

Confirmation

I confirm that my family members, whose data stated above, are staying with me in Sur on permanent basis. These tickets are used for the purpose of taking the annual leave.

Academic Staff Signature _____

H.R Manager Signature _____ Date: ___/___/___

- Request Accepted to the Academic staff member
 Request not Accepted, Reason's

.....
Senior Manager(Admin & Finance) Affairs

Signature _____ Date: ___/___/___

STAMP