

AIRFARE REQUEST FORM

Name	@	Date	
Job Title		Grade	
Department		Employee ID	
Airfare Request			
Annual Airfare for the year: _____ Destination: _____			
<input type="checkbox"/> UAE National <input type="checkbox"/> Expatriate		<input type="checkbox"/> Airfare Encashment <input type="checkbox"/> Actual Air ticket	
Name of Self & Dependents		Date of Birth	
Note: For Actual tickets, Please enclose passport copies of the self & Dependent(s)			
Remarks			
..... Requested By: (Employee Signature)			
For HR Department Use Only			
Kindly pay AED _____/- which is airfare encashment for the year _____.			
Approval:			
HR Department		HR Director	