

## AIRFARE REQUEST FORM

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