**\*Employee Details**:

AIRFARE CASH COMPENSATION FORM

|  |  |  |
| --- | --- | --- |
| Name of Employee: | | |
| Nationality: | Position: | Grade: |
| Department / Center: | | |

As per the civil service rules, I state below the details of my family members (including myself) who are entitled for airfare cash compensation.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Family members entitled for airfare compensation/tickets** | | | **Sex** | **Date of birth** | | | **Route of journey** |
| Day | Month | Year |
| Name of Employee | |  |  |  |  |  |  |
| Employee’s spouse | |  |  |  |  |  |
| No | Children | |  | | | |
| 1 |  | |  |  |  |  |
| 2 |  | |  |  |  |  |
| 3 |  | |  |  |  |  |

I acknowledge that the information I have provided on this form is true and accurate. I understand that falsification of any details provided above will result in administrative and legal punishment. In the event of providing false information, I affirm that I will return the amount of money paid to me to the authorities concerned.

|  |
| --- |
| **Reasons for applying for airfare cash compensation/tickets** |
| I am applying for airfare cash compensation/tickets due to: termination of contract holidays  I am also applying for airfare cash compensation/tickets for my family because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Visa Details:** | |
| No | Name of passport holder | Passport No. | Expiry date of visa | | Comments |
| 1 |  |  |  | |  |
| 2 |  |  |  | |  |
| 3 |  |  |  | |  |
| 4 |  |  |  | |  |
| 5 |  |  |  | |  |
| **For Use of the HR Department Only:** | | | |

The above information is true and corresponds to the one in the passports copies.

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /20

|  |
| --- |
| Purchasing Department |

The information above has been checked and found true according to the tickets record.

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /20

\*Attachments: **Every Staff should attach the following attachments:**

1- Copy of Visa.

2- Copies of passports for Passengers.

3- Copies of Resident Card