

Contracted Employee Business & Assignment' Travel Authorization Form

Date of Preparation:	12/9/2022	Travel Date:	13/09/2022
Contractor Name:	SAUDI BUSINESS MACHINES (SBM)	Contract No.:	4400015677

Personnel Information

Employee Name:	Mustafa Mamdouh Alshaikh	Emp. Badge No.:	2227441793
Division Name:	ITC Services Department	Department Name:	ITC Services Department

Business Assignment

Work Start Date:	13/09/2022	Work Finish Date:	15/09/2022
Total Number of Work Days:	2 Days		

PURPOSE OF ASSIGNMENT:

Meeting with Alajou and zebra and Industrial Security WOA department

Distance

Distance between Work & Assignment Location:	Less Than 200 KM:	NO	Distance is	960	KM
	More Than 201 KM	YES			

Distance Between Business Assignment Location & Permanent Work Location	Travel Allowance Fixed Amount (SR)	Air Ticket
Less than 200km	150.00	No Ticket
201km and Above	300.00	Economic Class Ticket, as per COMPANY Announced Prices

Travel Information

Location FROM:	Riyadh	Location TO:	Jeddah
Travel by Land:	NO	Travel by Air:	YES
Airline Company:	Flynas	Ticket Price (SR):	509.66

NOTE:

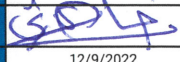

An Economic Class Traveling Ticket As Per Travel Agency /Airlines Co. Announced Actual /Quotation Price.  
Attach A Copy of The Travel Agency /Airlines Bill.  
Daily Allowance:  
- 700 SR per night spent at the Business Assignment.  
- 350 SR ½ of Daily Allowance for the last day of the Business Assignment which is considered as the day of traveling back to the Permanent Work Location.

REIMBURSEMENT (All In Saudi Riyals & To Be Completed Upon Return)

Travel Allowance (SR) (As Per Table)	Daily Allowance * Total Number of Work Days:	Ticket Price (SR):	Total Amount (SR)
300.00	1,750.00	509.66	2,559.66

Amount in Words: two thousand five hundred and fifty nine Saudi Riyals and sixty six Halalah

Business Trip Assignment Approval

Division Manager		Department Manager	
Name	KHALID DAKHILALLAH ALHARTHI	Name	MONEEF AWAD H ALOTAIBU
Badge#	54552	Badge#	60477
Division	Technical Support Group Leader	Department	ITC Service Department
Signature		Signature	
Date	12/9/2022	Date	20/09/2022

## تفاصيل الرحلة




المغادرة	الوصول	
20:20 الرياض	جده 22:15	
صالة 5	الصالة 1 - المطار الجديد	
Tuesday 13 September 2022	Tuesday 13 September 2022	
	الخط	
	XY45	
	1س 55د	
	الإقتصادية	
	Light	

الوصول		المغادرة
<b>07:55 الرياض</b> صالة 5 Thursday 15 September 2022	<b>XY14</b> 1س 50د الإقتصادية Light	<b>جده 06:05</b> الصالة 1 - المطار الجديد Thursday 15 September 2022

اسم المسافر	رقم الرحلة	رقم المقعد	حقيبة يد	الوزن المسموح	وزن إضافي	معدات رياضية	صالات الأعمال	الوجبة المطلوبة
MR. Mustafa Alshaikh	XY45	-	1x7 كج	-	-	-	-	-
	XY14	-	1x7 كج	-	-	-	-	-

تفاصيل السعر	
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273.05	ريال	أسعار التذاكر
2.61	ريال	اجمالى رسوم الفئة
2.61	ريال	رسوم الخدمات
7.52	ريال	رسوم ادارية
163.00	ريال	رسوم أخرى
443.18	ريال	السعر الإجمالي
67.61	ريال	ضريبة القيمة المضافة 15%
0.00	ريال	ضريبة السلع والخدمات
509.66	ريال	المجموع

 الشركة السعودية للكهرباء Saudi Electricity Company الشركة العامة للكهرباء		Information Technology & Digital Transformation ITC Planning & Projects Department ITC Projects Execution Division										
<b>Contracted Employee Business &amp; Assignment Travel Authorization Form</b>												
Date of Preparation:	18/9/2022	Travel Date:	19/9/2022									
Contractor Name:	SAUDI BUSINESS MACHINES LIMITED	Contract No.:	4400015677									
<b>Personnel Information</b>												
Employee Name:	Muhammad Nasir Muhammad Mansha	Emp. Badge No.:	2187929803									
Division Name:	ITC Network Operation Division	Department Name:	ITC Network Operation Department									
<b>Business Assignment</b>												
Work Start Date:	18/9/2022	Work Finish Date:	19/9/2022									
Total Number of Work Days:	1											
<b>PURPOSE OF ASSIGNMENT:</b> Visited Qilwah CSO To install and activate newly installed STC circuit AL-Baha region SOA.												
<b>Distance</b>												
Distance between Work & Assignment Location:	Less Than 200 KM:	NO	Distance is 602 KM									
	More Than 201 KM	YES										
<table border="1"> <thead> <tr> <th>Distance Between Business Assignment Location &amp; Permanent Work Location</th> <th>Travel Allowance Fixed Amount (SR)</th> <th>Air Ticket</th> </tr> </thead> <tbody> <tr> <td>Less than 200km</td> <td>150.00</td> <td>No Ticket</td> </tr> <tr> <td>201km and Above</td> <td>300.00</td> <td>Economic Class Ticket, as per COMPANY Announced Prices</td> </tr> </tbody> </table>		Distance Between Business Assignment Location & Permanent Work Location	Travel Allowance Fixed Amount (SR)	Air Ticket	Less than 200km	150.00	No Ticket	201km and Above	300.00	Economic Class Ticket, as per COMPANY Announced Prices		
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Less than 200km	150.00	No Ticket										
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<b>Travel Information</b>												
Location FROM:	ABHA	Location TO:	AI-BAHA									
Travel by Land:	YES	Travel by Air:	NO									
Airline Company:		Ticket Price (SR):	0.00									
NOTE:	An Economic Class Traveling Ticket As Per Travel Agency /Airlines Co. Announced Actual /Quotation Price. Attach A Copy of The Travel Agency /Airlines Bill. Daily Allowance: - 700 SR per night spent at the Business Assignment. - 350 SR 1/2 of Daily Allowance for the last day of the Business Assignment which is considered as the day of traveling back to the Permanent Work Location.											
<b>REIMBURSEMENT (All In Saudi Riyals &amp; To Be Completed Upon Return)</b>												
Travel Allowance (SR) (As Per Table)	Daily Allowance * Total Number of Work Days:	Ticket Price (SR):	Total Amount (SR)									
300.00	700.00	0.00	1,000.00									
Amount in Words:	One Thousand Saudi Riyals only											
<b>Business Trip Assignment Approval</b>												
<b>Division Manager</b> Name: Ahmad Al-Thobaiti Badge#: 92914 Division: ITC Network Operation Signature:  Date:		<b>Department Manager</b> Name: Saleem M. AlGhtany Badge#: 52817 Department: ITC Network Operation Signature:  Acting Date:										