

Contracted Employee Business & Assignment' Travel Authorization Form

Date of Preparation:	2/7/2022	Travel Date:	2/8/2022
Contractor Name:	SBM	Contract No.:	4400015677

Personnel Information

Employee Name:	Ahmad A. Faloudah	Emp. Badge No.:	1017793090
Division Name:	Project Execution Division	Department Name:	ITC Planning & Projects

Business Assignment

Work Start Date:	2/9/2022	Work Finish Date:	2/10/2022
Total Number of Work Days:	2		

PURPOSE OF ASSIGNMENT:

Attend Project Execution Meeting in Riyadh

Distance

Distance between Work & Assignment Location:	Less Than 200 KM:	NO	Distance is	972	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:	Jeddah	Location TO:	Riyadh
Travel by Land:	NO	Travel by Air:	YES
Airline Company:	Saudia	Ticket Price (SR):	800.40

NOTE:

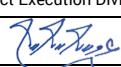
An Economic Class Traveling Ticket As Per Travel Agency /Airlines Co. Announced Actual /Quotation Price.
Attach A Copy of The Travel Agency /Airlines Bill.
Daily Allowance:
- 700 SR per night spent at the Business Assignment.
- 350 SR ½ of Daily Allowance for the last day of the Business Assignment which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

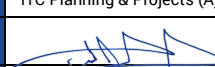
REIMBURSEMENT (All In Saudi Riyals & To Be Completed Upon Return)

Travel Allowance (SR) (As Per Table)	Daily Allowance * Total Number of Work Days:	Ticket Price (SR):	Total Amount (SR)
300.00	1,750.00	800.40	2,850.40

Amount in Words: Two Thousand Eight Hundred Fifty Saudi Riyals and Forty Halalah

Business Trip Assignment Approval

Division Manager	
Name	Abdullah M. Al-Talhah
Badge#	67825
Division	Project Execution Division
Signature	
Date	07/02/2022

Department Manager	
Name	Ali S. Al-Umairah
Badge#	50481
Department	ITC Planning & Projects (A)
Signature	
Date	

Contracted Employee Business & Assignment' Travel Authorization Form

Date of Preparation:	07/02/2022	Travel Date:	08/02/2022
Contractor Name:	SBM	Contract No.:	4400015677

Personnel Information

Employee Name:	Ghandi S. Naser	Emp. Badge No.:	2021098138
Division Name:	Project Execution Division	Department Name:	ITC Planning & Projects

Business Assignment

Work Start Date:	09/02/2022	Work Finish Date:	10/02/2022
Total Number of Work Days:	2		

PURPOSE OF ASSIGNMENT:

Attend Project Execution Meeting in Riyadh

Distance

Distance between Work & Assignment Location:	Less Than 200 KM:	NO	Distance is	450	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:	Dammam	Location TO:	Riyadh
Travel by Land:	NO	Travel by Air:	YES
Airline Company:	Saudia	Ticket Price (SR):	694.00

NOTE:

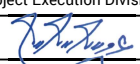
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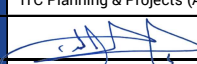
REIMBURSEMENT (All In Saudi Riyals & To Be Completed Upon Return)

Travel Allowance (SR) (As Per Table)	Daily Allowance * Total Number of Work Days:	Ticket Price (SR):	Total Amount (SR)
300.00	1,750.00	694.00	2,744.00

Amount in Words: Saudi Riyal: Two Thousand Seven Hundred Forty Four Only

Business Trip Assignment Approval

Division Manager	
Name	Abdullah M. Al-Talhah
Badge#	67825
Division	Project Execution Division
Signature	
Date	

Department Manager	
Name	Ali S. Al-Umairah
Badge#	50481
Department	ITC Planning & Projects (A)
Signature	
Date	