

Application for ANNUAL VACATION / TRAVEL REQUEST Form

Date of Preparation:	14/4/2022	Service Order No:	
Contractor Name:	SAUDI BUSINESS MACHINES LIMITED	Contract No.:	4400015677

Personnel Information

Employee Name:	Abdul Hamed Ismael Eltopjy	Emp. Badge No.:	2003882137
Nationality:	Egyption	Phone# in KSA:	966509574550
Phone# Out KSA:	00201005868147	E-mail:	2003882137@se.com.sa
Division Name:	Technical Support Group	Department Name:	I T C Network Operations Department

Vacation Information

Vacation Days Credit	30	Requested No. of Days (Vacation)	7
Vacation Leave Without Pay	0	Balance (Leave Credit)	23
TOTALS Vacation Days			7
Last Approved Vacation Start Date:		Return Date From Last Approved Vacation:	
Vacation Start Date :	8/5/2022	Vacation Finish Date :	14/5/2022
Last Day of Work :	28/4/2022	Return To Work Date:	15/5/2022

Travel Information

Travel FROM:	Riyadh	Travel TO:	Cairo
Departure Date :	28/4/2022	Return Date :	15/5/2022
Airline Company:	SAUDIA Airlines	Ticket Price (SR):	
NOTE:	An Economic Class Traveling Ticket As Per SEC COMPANY Actual Announced price. (Check The Ticket Price First Before Manager Approve) Attach A Copy of The Travel Agency /Airlines Bill. The Ticket Will Be Paid One Time In A Year		

Reason For Travel :

One week Vacation with my family in Egypt

Employee Signature


Signature

Date



14-4-2022

Division Manager

Name	Emad I. Al-Abdullah
Badge#	46808
Division	Technical Support Group
Signature	
Date	14-04-2022

Department Manager

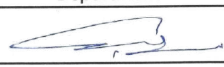
Name	Salem M. AlGhtany
Badge#	52817
Department	I T C Network Operations Department
Signature	
Date	

Exhibit - Vacation