

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:

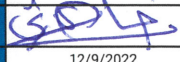

An Economic Class Traveling Ticket As Per Travel Agency /Airlines Co. Announced Actual /Quotation Price.  
Attach A Copy of The Travel Agency /Airlines Bill.  
Daily Allowance:  
- 700 SR per night spent at the Business Assignment.  
- 350 SR ½ of Daily Allowance for the last day of the Business Assignment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