

King Saud University

Department of Faculty & Personnel Affairs

Contract Employees Division



Reimbursement Request Form

50% of Airtickets Fare – Outward and Return Journeys,

Academic year 14 /14 (19 /19)

Name: Nationality:

Place of Work: Post Held:

Place of Contract: Department/College:

A. Resident dependants ENTITLED to University Tickets compensation (Outward Journey).

Serial No.	Name	Relation	Age	Comments

B. Resident dependants ENTITLED to University Tickets compensation (Return Journey).

Serial No.	Name	Relation	Age	Comments

C. Check reason of reimbursement request (to be filled by those who are under Civil Service Statutes for Non-Saudi Employees.

- Staying during annual leave in Kingdom Traveling by land Traveling by sea.

IMPORTANT

- This form should be filled out accurately from passport data.
- The College Passport Officer shall ascertain that all listed family members are legally resident in the Kingdom.

Undertaking by Contractee

3. I vouch that the information herein is true.

Date Contractee (sign.):

Name

Passport Officer (sign.): Administrator (sign.):

Name: Name:

Date: Date: