



## **Request for Travel Tickets or Cash Allowance for Tickets**

### **Part One:**

Mr. Director of Administrative & Financial Affairs.....

Best Regards.... and then....

You are kindly requested to deposit (flight tickets / 75 % cash deposit in place of the tickets) for me only / me and my family/ my family only / onto the flight route (...../.....)(...../.....).

Name:..... Employee No.(155/.....)

Position:..... Rank/Category.....

Date of Employment:..... Signature:.....

Date:.....

### **Part Two**

Mr. Director of Administrative & Financial Affairs.....

Best Regards.... and then....

We are pleased to attach the Mr/ Mrs/ Miss ..... 's request –whose name mentioned above- to deposit flight tickets / cash deposit in place of the tickets for him/her. You are kindly requested to take the necessary measures.

Attachments:

Passport(s) copies with entry stamps shown

Financial Statement

Calculation report estimating the cash deposit

Personnel Affairs

Date.../ ..... /

Signature:.....

### **Part Three**

Mr. Officer of Financial Affairs.....

Best Regards.... and then....

Having Mr /Mrs/Miss..... 's request for (deposit of flight tickets/ Cash deposit in place of the tickets) been assessed, we found his/her request legitimate with regard to the conditions approved.

Hence, you are kindly requested to take the necessary measures and let us be informed.

Approved:

Director of Administrative & Financial Affairs

Date:..... / .....

*Sultanate of Oman*  
*Ministry of High Education*  
*Vici College of Applied Sciences*



**Ticket refunding scheme for non-Omani employees upon getting their ordinary leaves in accordance with the Civil Service Board decision # 5, 6, / 1990**

**Employee's Number:.....Name.....Year eligible for refunding.....**

**Destination: .....**

**From.....to .....**

No	Name	Relation-ship	Date of Birth D / M / Y	Class of ticket	Type of ticket	Ticket Value according to M.. of .Finance R / B	Refund Value R / B	Notes
1								
2								
3								
4								
5								

**I , the undersigned, certify that all of the above information is correct and the individuals listed in this form do live in the Sultanate at the time of filling in this application ( in relation to passport copies attached).In the case of false information, I guarantee to pay back whatever granted to me without any penal prejudice if sued .**

**Employee's signature.....**

**Date...../...../.....200**

**Attached with refunding document ( 15-2 )**

**Approved.....**

*Sultanate of Oman*  
*Ministry of High Education*  
*Vici College of Applied Sciences*



### **Financial Statement**

I am .....whose signature is below.....  
Nationality ,employed as .....In accord with .....  
Contract commencing on ...../...../200  
Confirm that my family eligible for travel tickets in accord with the items  
of the contract are :  
Wife /Husband ..... Born on / / 200  
Working as ..... contract .

**Children eligible for travel tickets are :**

No	Name	Date of Birth		
		D	M	Y
1				
2				
3				
4				

I also confirm that all information here is true and up to my responsibility  
in case it appeared to be untrue , I would be subjecty to legal and  
administrative interrogation and would be obliged to return any  
undeserved expenses I received .

Date...../...../.....200 signature.....

We hereby approve the validity of information mentioned above after  
havinig it reviewed up to the documents available to us .

Name : .....

Position : .....

Signature : .....