**BOOKING OF AIR TICKETS**

*To be filled by officer in charge*

To : Academic Development Unit

 Management Services Division

**BOOKING OF AIR TICKETS**

**Particulars of Staff**

Staff No. :

Department :

Kulliyyah :

|  |  |  |
| --- | --- | --- |
| **No.** | **Name of Passengers** | **Birth date for children****Under 12 years old** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Tel. No.:

E-Mail :

**Flight Particulars**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **From** | **To** | **Purpose** |
|  |  |  |  |
|  |  |  |  |

Approving Authority

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Dean/Head of Department]

Secretariat

Scholarship and Study Leave Committee (SSLC)