



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

MANAGEMENT SERVICES DIVISION

APPLICATION FOR AIR-FARE TO VISIT HOME REGION (Please fill in the relevant space and *cancel where not applicable by cross-line)

Section A : to be completed by Staff member :-

1. I would like to apply for air-fare to visit home region:-

me to* Kota Kinabalu/Kuching, *or*

me and spouse/children to *Kota Kinabalu/Kuching, *or*

spouse/children from *Kota Kinabalu/Kuching to visit me

2. My personal details :-

a. Name / Staff No. :

b. The address of Home Region :

c. Name and address of biological parents :

(i) Father :

I/C No. :

(ii) Mother :

I/C No. :

d. Name of Spouse :

Spouse Employee Address :

e. Date of air-fare needed :

f. Date of last air-fare utilised (if relevant) :

Signature :

Name :

Designation :

Date :

3. Air fare for my family members:-

<i>No.</i>	<i>Name</i>	<i>Age</i>	<i>Relationship</i>
(i)			
(ii)			
(iii)			
(iv)			
(v)			

(Copies of document of the above are needed for certification)

I certify that all informations give are true. If any of the information is found false, I will not be considered further.

.....
(Signature)

.....
(Date)

Section B: to be completed by spouse's employer.

I hereby declare that the spouse of the staff is provided/not provided air-tickets to home state by his/her employer.

Signature :

Name :

Designation :

Date :

Section C: to be completed by the Kulliyah/Centre/Division/Institute/Office

I confirm that all informations given are *true/not true and therefore *recommend/do not recommend for *his/her application be approved. The budget will be borne by the Kulliyah/Centre/Division/Institute/Office

.....
(Signature)

.....
(Date)

.....
(Official Stamp/Designation)

Section D: Approval of the Assistant Director, Management Services Division

* Approved / Not Approved

.....
(Signature)

.....
(Date)

Management Services Division