

**AIR-TICKET APPLICATION FORM
FOR NON-MALAYSIAN CONTRACT OFFICER(S)**

**(IN ACCORDANCE WITH THE GENERAL TERMS AND CONDITIONS OF SERVICE
FOR *CONTRACT OFFICERS/RENEWED CONTRACT OFFICERS FROM
OVERSEAS)**

A. To be filled by the applicant

To the Dean

I would like to apply for annual leave for days effective from until and request for air-ticket for myself*/or dependants.

Name :

Staff No. : Post :

Kulliyah/Department:

Marital Status : Citizenship :

Reason(s) for applying for leave :

Home country address :

Destination of flight :

Date of Departure : Date of return to M'sia :

Dependants' Names	Date of Birth	Relationship	Period of continuous staying in Malaysia
Spouse :			
1.			
2.			
3.			

While I am on leave, teaching obligations and other duties assigned to me in the Kulliyyah/Centre will not be affected. Thank you.

Date :
.....
Signature of Applicant

B. To be filled by the Division Administrator

To the Head of Department

Applicant's balance of annual leave for this calendar year is days and the balance of budgets is

The applicant's file record of air-passage facility is as attached.

Date :
.....
Signature and Official Stamp

C. To be filled by the Head of the Department

To the Dean

Based on the applicant's balance of annual leave for this calendar year i.e. days and the balance of budget of I *SUPPORT/DO NOT SUPPORT his/her application for leave and air-ticket(s). I also certify that for the duration of his/her leave, teaching obligations and other duties assigned to the abovenamed staff will not be affected.

Date :
.....
Signature and Official Stamp
(Head of Department)

D. To be filled by the * Dean/Officer In-Charge

*To the *Honourable Rector/Dean*

(i) The duration of the applicant's leave is *within/exceeded his/her eligibility of annual leave in this calendar year.

(ii) ** The staff wants to bring his/her dependant(s) to Malaysia

End of final contract AND return back for good

The staff's eligibility for flight facility once in every three (3) years.

As such, the staff is *ENTITLED/NOT ENTITLED for leave and may/may not be granted the flight facility for the *staff only/the staff and dependants.

Date :

.....
Signature and Official Stamp
(Dean/Officer In-Charge)

E. To be filled by the * Honourable Rector/Dean

I *APPROVE/DO NOT APPROVE the application for air-ticket(s) by the above named staff.

Date :

.....
Signature and Official Stamp
(Rector/Dean)

NOTE :
* DELETE WHICHEVER IS NECESSARY
** PLEASE TICK WHICHEVER IS APPLICABLE