| **BUSINESS TRIP FORM**نموذج رحلة عمل |
| --- |

**TO BE COMPLETED BY EMPLOYEEيعبأ من قبل الموظف**

| Employee اسم الموظف  Number |  | Employeeاسم الموظف  Name |  | Gradeالدرجة |
| --- | --- | --- | --- | --- |

| Departmentالإدارة |  | Staff Acc#رقم حساب الموظف |  | Telephone# رقم الهاتف |
| --- | --- | --- | --- | --- |

| **Reason for Travel** | |  |  |  | **سبب السفر** | |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Business عمل |  | Training تدريب |  |
| Subject: |  |  |  |  |  | الموضوع: |
|  |  |  |  |  |  |  |

| **Accommodation**الإقامة | | | | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | |  |  | | | *Per diem Allowance بدل إعاشة يومي* | | | |  | |  | *Hotel Arrangement حجز في فندق* | | | | |  | |  | | |  |
| From Date | | |  | | To | |  | | | | |  | |  | | | | إلى | | | |  | | | **من تاريخ** | |
| Hotel Name | | |  | | | | | | | اسم الفندق | | City | |  | | | | المدينة | | Tel # | |  | | | **هاتف** | |
|  | |  | |  |  | | |  | | |  | | | |  | |  | |  | | |  | |  |  | |

| **Visas Required** | | | |  |  |  | **التأشيرة المطلوبة** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | *تأشيرة خروج وعودة*  *Exit and Reentry* |  | *الدولة*  *Foreign Country* | | |  | |  |
|  |  | | |  |  |  |  | |  | |

| **Travel Basis** طريقة السفر |
| --- |

| **Itinerary** جدول الرحلة | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *From من المدينة* | |  | | *To إلى المدينة* | |  | *Date التاريخ* | | |  | *Flight #رقم الرحلة* | | |  | *Dep. Timeوقت المغادرة* | |  |
|  |  | |  | |  | |  |  | | |  |  | | |  |  | |  |
|  |  |  | |  | |  | | |  |  | | |  |  | |  |  | |

| Employee Signature توقيع الموظف |  | Recommended By التوصية  (Name & Signature) (الاسم والتوقيع) |  | Approved By الموافقة  (Name & Signature) (الاسم والتوقيع) |  | Dateالتاريخ |
| --- | --- | --- | --- | --- | --- | --- |

**FOR HUMAN RESOURCE DEPARTMENT USE** لاستعمال إدارة الموارد البشرية

| Date Claim تاريخ استلام المطالبة  Received |  | Class of Air ticketدرجة التذكرة  Eligibleالمستحقة |  | Per diem Allowance بدل الإعاشة  Payable اليومي المطلوب |  | Advance السلفة المطلوبة  Payable |
| --- | --- | --- | --- | --- | --- | --- |

| Other Amount Payable المبالغ الأخرى المطلوبة |  | Net Amount صافي المبلغ  Payable المطلوب |  | Credit Accountرقم الحساب المطلوب  No.قيد القيمة عليه |  | Credit Account رقم الحساب المطلوب  No قيد القيمة فيه |
| --- | --- | --- | --- | --- | --- | --- |

| Remarksملاحظات |  | Processed by: نفذ المعاملة:  (Name & Sig.) (الاسم والتوقيع) |  | Approved: تعتمد: |
| --- | --- | --- | --- | --- |