

Travel Ticket Disbursement Form
Round-Trip Travel Ticket for Contractors

Number :

Date:



Kingdom of Saudi Arabia
King Saud University
Deanship of Human Resources

First: Contractor Information

Name:

Department:

File Number:

Position :

Nationality :

Mobile Number:

Second: Resident Dependents Entitled to (One-Way) University-Paid Travel Tickets

No	Name	Age	Relationship	Notes
1				
2				
3				
4				

Third: Resident Dependents Entitled to (Return) University-Paid Travel Tickets

No	Name	Age	Relationship	Notes
1				
2				
3				
4				

Fourth: Required Attachments (for Non-Saudi Employees)

1- Copy of leave 2- Copy of Contract Renewal 3 - Date of Last Entry and Exit for Family Members

Fifth: Instructions, Acknowledgment, and Verification of Information

- 1-This form must be completed accurately based on the passport.
- 2- Contractors whose spouses work inside or outside the University, and whose employers do not provide travel tickets, must submit an official certificate from the spouse's employer stating that travel tickets are not provided.
- 3- For individuals not entitled to tickets at the university's expense, a list of their names must be provided to the airline upon issuance of the boarding order to enable the issuance of tickets or the arrangement of reservations for them and their companions.
- 4- I acknowledge the accuracy of the above data and take full responsibility for its content. I also undertake to attach supporting documents that verify the validity of this request in accordance with the regulations and policies in force at the university.

contractor	Contractor's Employer	stamp
Name	Name	
Date	Date	
signature	signature	

This form is used for issuing authorized travel tickets in accordance with the university's regulations.