



Date of submission : _____

OFFICIAL BUSINESS TRIP REQUEST FORM

Note:

- Requests must be sent thru Department emails. No personal emails will be entertained .
- Submit this form thru Transportation Department e-mail (transportation@ksau-hs.edu.sa) at least 3 days before the requested date .
- For queries, please call phone ext. 92451/92427/92434

PLEASE PROVIDE THE NEEDED DETAILS:

DEPARTMENT : _____

DATE OF THE REQUEST : _____

NAME OF THE REQUESTOR : _____

BADGE NUMBER : _____

MOBILE NUMBER : _____

NUMBER OF PASSENGERS : _____

COORDINATOR/ MOBILE # : _____

PICK UP LOCATION : _____

PICK UP TIME : _____

DESTINATION : _____

JUSTIFICATION : _____

DEPARTMENT HEAD'S APPROVAL

(NAME & POSITION)