



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

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**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 / Sandakan / Lahad Datu / Tawau /Labuan / Kuching / Sibul /Bintulu / Miri, *or*

me and spouse/children to \* Kota Kinabalu / Sandakan / Lahad Datu / Tawau / Labuan / Kuching / Sibul / Bintulu / Miri, *or*

spouse/children from \* Kota Kinabalu / Sandakan / Lahad Datu / Tawau / Labuan / Kuching / Sibul / Bintulu / Miri 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 : .....



**Section C: to be completed by the Kulliyah/Centre/Division/Library**

I confirm that all information 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/Library.

.....  
(Signature)

.....  
(Date)

.....  
(Official Stamp/Designation)

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**Section D : Approval of the Executive Director, Management Services Division**

\* Approved / Not Approved

.....  
(Signature)

.....  
(Date)