

**JABATAN BENDAHARI/*BURSAR’S DEPARTMENT***

**BORANG TEMPAHAN TIKET KAPAL TERBANG**

***FLIGHT TICKET BOOKING FORM***

Tel: 05-4505546/6326/6672/6952 Fax:05-4596211

Tel: 05-4505546/6335/6665/6952 Fax:05-4596211

 UPSI/BEN/PEMB2/B-02 Pind. 02

|  |
| --- |
| MAKLUMAT PEMOHON/*APPLICANT INFORMATION* |
| Nama Pegawai/*Name Of Officer* No. Kad Pengenalan/*Identity Card No*No. Pasport/*Passport No.*Gred/*Grade*PTj/*Department*No. Telefon/*Telephone No.*No. Faks/*Fax No*.Emel/*Email* | :::::::: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tarikh Lahir/*Date of birth* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tarikh Tamat Tempoh/*Expiry Date* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Jawatan/*Position* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Pej/*Office*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(HP)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. Staf/*Staff No*. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **MAKLUMAT PEGAWAI YANG MENGURUSKAN TEMPAHAN/*INFORMATION OF PERSON IN CHARGE*** |
| Nama/*Name*  : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. Telefon/*Telephone No*. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Pej/*Office*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(HP)Emel/*Email* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| MAKLUMAT PENERBANGAN/*FLIGHT INFORMATION* |
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. Waran/Warrant No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Diisi oleh Jabatan Bendahari/Filled by Bursar’s Dept)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tarikh/*Date* | Destinasi/*Destination* | No. Penerbangan/*Flight No* | Masa Penerbangan/*Flight Time* | KelasPenerbangan/*Flight Class* | Syarikat Penerbangan/*Airline* |
| Dari*/From* | Ke/*To* |
|  |  |   |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Tujuan Perjalanan/*Purpose of travelling* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tarikh/*Date* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tandatangan Pemohon/*Applicant’s signature* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 |

|  |  |
| --- | --- |
| Untuk Diisi Oleh Pegawai Yang Meluluskan Permohonan/To be completed by the Approver Diluluskan/*Approve* Tidak Diluluskan/*Not approve* Tarikh/*Date* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Peruntukan/*Allocation* **(WAJIB DIISI/PLEASE COMPLETE IT OUT):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Nyatakan Pusat Kos/Kod Projek/*State the relevent Cost Center and project code trust or research fund)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tandatangan & Cop Ketua PTj/*Head of Department Signature & Stamp* |

|  |
| --- |
| **KELAS PENERBANGAN/*FLIGHT CLASS*** |
| Penerbangan Dalam Negeri/*Domestic flight* | Penerbangan Luar Negeri/International Flight |
| Gred 53 dan ke atas/ *Grade 53 and above* - Kelas Perniagaan/*Business Class*Gred 1 hingga 52/*Grade 1 to 52* - Kelas Ekonomi/*Economy Class* | Gred Utama/Khas "A" dan ke atas/*Grade Utama/Khas ‘’A’’ and above* - Kelas Pertama/*First Class*Gred Utama/Khas "B" dan"C"/ *Grade Utama/Khas "B" dan "C*" - Kelas Perniagaan/Business ClassGred 1 hingga 54/*Grade 1 to 54* - Kelas Ekonomi/*Economy Class* |