

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

**BORANG TEMPAHAN TIKET KAPAL TERBANG**

***FLIGHT TICKET BOOKING FORM***

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

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| 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* | | |
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| 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* |

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| **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 Class  Gred 1 hingga 54/*Grade 1 to 54* - Kelas Ekonomi/*Economy Class* |