UNIVERSITI MALAYSIA KELANTAN	UMK/B02.00/06/2022 Pind. 1	Tarikh Kuatkuasa: 24 Januari 2022

BORANG TEMPAHAN TIKET PENERBANGAN
FLIGHT BOOKING APPLICATION FORM

PEJABAT PENDAFTAR
REGISTRAR OFFICE

(Diisi selewat-lewatnya **(3) hari sebelum tarikh/masa bertolak bagi perjalanan dalam negara dan (30) hari sebelum tarikh/masa bertolak bagi perjalanan luar negara kecuali bagi kes kecemasan sahaja.** Kelewatan mengemukakan permohonan dalam tempoh tersebut menyebabkan permohonan tidak dapat diproses. Sekiranya pegawai perlu pergi sehari sebelum mesyuarat/program dan pulang sehari selepas mesyuarat/program perlu mengemukakan justifikasi dan mendapat kelulusan PTj)/ *(Filled out at least (3) days before departure date/time for domestic flight and (30) days before departure date/time for international flight except for emergency cases only. The delay in submitting the application within the aforementioned time will be resulted in the application cannot be processed. If the officer has to depart a day before the meeting/programme and leave a day after the meeting/programme, justification and approval from the PTj will be needed)*

Bahagian A - Maklumat Pemohon / *Part A - Applicant information*

Nama/ *Name*			No. Staf/ *Staff Id*		
Jawatan/Gred *Position / Grade*			No. K/P/ IC *Number*		
PTj/Fakulti *PTj / Faculty*			No. Telefon *Phone Number*		
Tujuan/ *Purpose*					

(Nota : Sila lampirkan salinan surat panggilan mesyuarat, arahan kerja, surat kelulusan seminar, kursus dan lain-lain dokumen yang telah disahkan oleh Ketua PTj)/ (Note : Please attach a copy of meeting invitation, on duty instruction, seminar or course approval letter as well as other relevant documents verified by the Head of PTj)

Maklumat Penerbangan / *Flight Information*

Catatan *Notes*	**Tarikh/*Date***	**Masa/ *Time***	**Tempat Tuju/ Destination** Contoh /*example*:KBR-KUL	**Jenis & Kelas Penerbangan *Types & Flight Classes***	**Catatan *Notes***
Pergi/ *Depart*					
Pulang/Return					

Tarikh/ *Date* : _____ Tandatangan/ *Signature*: _____

Bahagian B - Semakan & Pengesahan Penolong Pendaftar/Bahagian Kewangan PTj / *Part B - Review & Verification of Assistat Registrar/PTj Financial Division*

Urusan di atas adalah rasmi. Segala keterangan di atas adalah benar dan perjalanan yang dipohon adalah disokong / *The above matter is official. All statements above are true and the applied journey is recommended. The expenses are using vote*_____
PTj/Fakulti / *PTj / Faculty*:_____Baki Vot: _____

Tarikh / *Date*: Tandatangan / *Signature* :

Nama/ *Name* & Cop Jabatan / *Department Stamp*:

Bahagian C - Kelulusan Ketua PTj / *Part C – Head of PTj Approval*

Tarikh / *Date*: Tandatangan / *Signature* :

Nama/ *Name* & Cop Jabatan / *Department Stamp*: