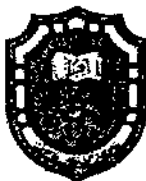


Sultan Qaboos University

Procumbent Department

Ticketing Section



جامعة السلطان قابوس

دائرة المشتريات

قسم التذاكر

REIMBURSEMENT FORM

To: Director of Procurement

In reference to the administrative order no Issued on regarding my (Conference – Official – etc), I would like you to reimburse me the cost of air ticket in cash.

Regards,

Name

ID

Off Tel

Mob Tel

Signature

Notice: The amount of reimbursement will be fixed and based on the ticket prices at the time of travel and SQU will not be responsible for any price variation. **Please submit the form at least TWO weeks prior to your travel.**